

SYO

Event Organisation Checklist (to be used in conjunction with the guide).

O = Organiser; P = Planner; C = Controller

Check first <ul style="list-style-type: none"> • Permissions officer • Car Park • Toilets • Talk to P and C • budget 	Risk Assessment <ul style="list-style-type: none"> • Talk to P & C • 1st Aid • Dangerous features • Clothing / whistles • Missing competitor • Countersigned 	Volunteers <ul style="list-style-type: none"> • Team leaders • Numbers • Shifts • Special info • Welfare on day 	Equipment <ul style="list-style-type: none"> • Make list • Check store • Confirm collection time • Transport
Info for website <ul style="list-style-type: none"> • Use club templates • Flyer • Final Details • Check with C before finalising 	Communications <ul style="list-style-type: none"> • Check mobile reception • Mobile list to all • SYO phone 	Signs <ul style="list-style-type: none"> • Existing? • New? • Where? • How many? • Whose job? 	Car Park <ul style="list-style-type: none"> • Team • Equipment • CP charge? • Notify police & locals
Registration <ul style="list-style-type: none"> • Tent & Tables • Equipment • Entry slips • Float • E-card hire • Course info /cost 	Start <ul style="list-style-type: none"> • Route to start • Equipment • Maps • Control descriptions • Any special info? 	In the Forest <ul style="list-style-type: none"> • Taped sections • Road crossings • Patrols? • Control hangers / collectors 	Finish <ul style="list-style-type: none"> • Equipment • Manned? • Route back
Results/Download <ul style="list-style-type: none"> • Shelter • Equipment • Problems? • Complaints / Jury • Results Display 	String Course <ul style="list-style-type: none"> • Suitable place • Equipment • Signs • Prizes 	Toilets <ul style="list-style-type: none"> • Location • Hire? • Collection / delivery times • Extra toilet rolls 	Prize Giving <ul style="list-style-type: none"> • What? • How many? • Where? • When? • Who?
Traders <ul style="list-style-type: none"> • Plan in advance • Litter? 	First Aid <ul style="list-style-type: none"> • Club or outside provision? • Nearest A&E location/map • Accident Forms • Equipment 	After Event <ul style="list-style-type: none"> • Confirm results uploaded • O, P & C reports • Accounts, money, expenses to treasurer • Accident forms to BO within 1 week • Entry slips, RA & Accident forms filed • Return equipment • Thank yous • List of non-running helpers 	