

British Orienteering

Event Organisation Basic Checklist

O = Organiser; P = Planner; C = Controller

To do/check first <ul style="list-style-type: none"> • Access • Registration • Car Park • Toilets • Talk to P and C • Advertise 	Risk Assessment <ul style="list-style-type: none"> • Make start • Talk to P & C • Finish • Countersigned • Use final column as aide memoire for event day 	Volunteers <ul style="list-style-type: none"> • Event teams • Team leaders • Numbers • Shifts 	Equipment <ul style="list-style-type: none"> • Check store • What needed • Extras? • Transport • Make list
Info for flyer/website <ul style="list-style-type: none"> • Use club template • Check with C before finalising 	Communications <ul style="list-style-type: none"> • Check if mobiles / radios will work • Team Leader names & mobile nos to all incl O, P & C 	Signs <ul style="list-style-type: none"> • Existing? • Needed? • Where? • How many? • Whose job? 	Car Park <ul style="list-style-type: none"> • Team • Equipment • CP charge?
Registration <ul style="list-style-type: none"> • Shelter • Equipment • Recording names • Float • E-card hire • Info e.g. start, 1stAid 	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"> • 2nd maps? • Taped sections? • Road crossings • Drinks point(s) • Patrols? 	Finish <ul style="list-style-type: none"> • Equipment • Manned? • Route back from
Results/Download <ul style="list-style-type: none"> • Shelter • Equipment • Problems? • Complaints? 	String Course <ul style="list-style-type: none"> • Suitable place • Equipment • Signs 	Toilets <ul style="list-style-type: none"> • Location • Hire? • Delivery / collection • Extra toilet rolls 	Prize Giving <ul style="list-style-type: none"> • What? • How many? • Where? • When? • Information
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 • Info to competitors 	Drinks <ul style="list-style-type: none"> • Yes/No? • Water available? • Equipment • Litter 	Protests / Jury <ul style="list-style-type: none"> • Talk to C • Have a plan • May need a jury as contingency
After event <ul style="list-style-type: none"> • Results - OK with C? • Club & British Orienteering website/rankings • Numbers to British Orienteering • Return equipment • Reports O, P and C and expenses for officials 		<ul style="list-style-type: none"> • Event accounts & money to club • Thanks letter/email to everyone involved • Incident form to British Orienteering within 1 week • Any learning points to club 	