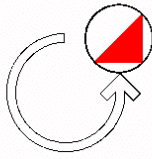


Guildford Orienteers



## Guildford Orienteers Organisers Small events checklist

**Event**

**Area**

**Date**

**Grid Ref.**

**Planner**

Tel.

Mobile

**Controller**

Tel.

Mobile

### Before the event considerations

#### Organiser

Budget  
Toilets  
Publicity  
Team leaders/helpers

#### Others

Land permission - fixtures sec  
Availability of maps  
Car park needed - covered by land permission?  
Register event - form ER1 - fixtures sec

### Equipment / details the day

#### Registration

Cash float  
Maps  
Control descriptions - planner  
Map corrections - planner  
Special instructions - org., planner, controller  
Start time registers  
Control cards

#### Car park/signing

Signs - to event  
Signs - into car park  
Signs - car park/registration to start  
Signs - finish to car park  
Fluorescent jackets  
Car park overflow procedure if needed  
Toilets

#### Start

Start banner  
Master clock/watch (+ backup)  
Tape for start boxes  
Start time minute indicator (flip clock/display)  
Tent/cover  
Stub box, elastic bands, pens, paper  
Spare stubs  
Start flag - planner

#### Master maps

Layout plan  
Master map protection  
Spare red pens

#### Finish / results

Finish banner  
Tapes/canes for finish route  
Tent  
Table, chairs for helpers  
Master finish clock (+ backup)  
Finish time sheets (if manual)  
Finish numbers (e.g. raffle tickets)  
Staplers  
Paper, pens for queries/notes  
Boxes for control cards  
Master control cards for punch checking

#### Drinks

Water containers (+ spare water)  
Squash  
Cups  
Rubbish bags

#### DIY Results

String + course identifiers  
Staplers  
Finish time "stubs"