

British Orienteering

Event Organisation Basic Checklist

O = Organiser; P = Planner; C = Controller

To do/check first	Risk Assessment	Volunteers	Equipment
 Access 	Make start	 Event teams 	Check store
 Registration 	Talk to P & C	Team leaders	What needed
Car Park	Finish	Numbers	• Extras?
 Toilets 	Countersigned	Shifts	Transport
 Talk to P and C 	Use final column as		Make list
 Advertise 	aide memoire for		
	event day		
Info for flyer/website	Communications	Signs	Car Park
 Use club 	Check if mobiles /	 Existing? 	• Team
template	radios will work	 Needed? 	Equipment
Check with C	Team Leader	 Where? 	CP charge?
before finalising	names & mobile	 How many? 	
	nos to all incl O, P &	 Whose job? 	
	С		
Registration	Start	In the Forest	Finish
Shelter	Route to start	• 2 nd maps?	 Equipment
 Equipment 	Equipment	 Taped 	 Manned?
 Recording names 	Maps	sections?	Route back
 Float 	Control	 Road crossings 	from
 E-card hire 	descriptions?	 Drinks point(s) 	
 Info e.g. start, 	 Any special info? 	 Patrols? 	
1stAid			
Results/Download	String Course	Toilets	Prize Giving
Shelter	Suitable place	 Location 	What?
 Equipment 	Equipment	• Hire?	 How many?
 Problems? 	 Signs 	Delivery /	Where?
 Complaints? 		collection	When?
		Extra toilet rolls	Information
Traders	First Aid	Drinks	Protests / Jury
Plan in advance	Club or outside	 Yes/No? 	Talk to C
 Litter? 	provision?	Water	Have a plan
	Nearest A&E	available?	 May need a jury
	location/map	 Equipment 	as contingency
	Info to competitors	Litter	
After event			
• Results - OK with C?		• Event accounts & money to club	
Club & British Orienteering website/rankings		Thanks letter/email to everyone involved	
Numbers to British Orienteering			British Orienteering
Return equipment		within 1 week	
 Reports O. P and 	C and expenses for officials	 Any learning poi 	nts to club