

British Orienteering

Post Event Checklist

Maps	Tasks	Person
	Collect in all unused maps	
	Website details of how to claim map if did not run	
	Website details on claiming left over map	
	Collate and distribute complete printed sets to those who require them	
	Use as framed thank you gifts	
	Send to sponsors/landowners if required	

Lost Property		
	Website details on how to claim	
	Deadline for claim & then disposal	

Trophies, prizes etc		
	Return spare medals to British Orienteering Office	
	Website on how to claim uncollected medals etc	
	Deadline for collection & return to office to sort.	
	Trophy lists to Office for next year's recall	

Arena		
	Litter sweep	
	Rubbish removal	
	Loo Collection	
	Car park track removal	
	Tapes & signs removal	
	Make good fences, gates & openings	

Equipment		
	Return to owners – clean & tidy up first?	
	Agree repair or replacement or compensation if required	

Sponsors		
	Deliver Photos & programmes & maps if agreed	
	Memento and thank you letters	

Landowners		
Rangers	Thank you letter and visit	
Wardens	Present of map or memento	
Tenants etc	Pay any charges & bills	
	Agree any damage and compensation	
	Check all happy with way land left after event	

Club Helpers		
	Thank you email to team leaders for cascade to their helpers	

	Thank you gifts if anything left over.	
	Ask for and pay expenses, give deadline for claims	
	Ask for feedback or arrange meeting	

Outside Officials and helpers		
	Thank you to clubs who assisted	
	Controller & assistant & other Officials thanked	

Service Providers		
Traders	Thank you in person the day if appropriate	
First Aid	Obtain List of treatments by First Aid	
Entries	Pay bills and send thank you letters	
Results	Ask for feedback for future Event Officials	
Commentary		

Results	Disqualification queries resolved (involving controller if necessary)	
	Complaints/protests resolved and outcomes published	
	Results posted on event website	
	Results hard-copies posted out	
	Results submitted to splits analysis and route analysis websites (or if you want to be more specific, Winsplits, Splitsbrowser, Routegadget)	
	Results submitted to rankings	
	Championship badge times published	
	Officials' comments published	

Admin		
	Accident & forms to officer if applicable	
	Insurance claims reported and processed	

Finance		
	Pay in all cash (EOD)	
	Pay all expenses but give deadline for claims	
	Pay all bills to suppliers	
	Chase debtors	
	Finalise accounts and settle profit/loss.	

Post event competitor feedback	Have this ready to go out on the day after the event ends	
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ME conference feedback	Plan for Team leaders debrief	
	Ask for reports or arrange meeting	