

## Challenge South West Competition Organiser's Checklist

Site	Date			Event Organisers
<b>Job</b>	<b>Who</b>	<b>When</b>	<b>Done (tick)</b>	<b>Other Details</b>
<b>Book site well in advance</b>				
<b>Ask for sponsorship for Trophies/prizes?</b>				
<b>Email event details to Rick to post on web</b>				
<b>Post details on forum &amp; maintain interest</b>				
<b>Organise marshals &amp; scrutineers etc</b>				
<b>Order/buy trophies &amp; collect/deliver to site</b>				
<b>Buy extra tape &amp; posts?</b>				
<b>Make sure you have enough marker pens &amp; cable ties</b>				
<b>Make sure you have extra cables for attaching to vehicles (1 meter long with an eye on each end)</b>				
<b>Phone &amp; inform anyone not on a PC (e.g. Roger Shaddick)</b>				
<b>Set out punches/course etc</b>				
<b>Environmental concerns/water?</b>				
<b>Print &amp; laminate punch cards</b>				
<b>Print blank entry forms</b>				
<b>Print competitors sign on sheet</b>				
<b>Print marshals sign on sheet</b>				
<b>Print scrutineer &amp; score sheets</b>				
<b>Put out road arrows/signs</b>				
<b>Pay Landowner</b>				
<b>Take down punches/tape/arrows etc</b>				
<b>Complete &amp; send return sheet to Rick</b>				
<b>Complete pay in slip &amp; bank money</b>				
<b>Report/photo's for Web/Mag</b>				

Don't forget to get a receipt to claim back your expenses for materials