

ROGAINING TASMANIA - EVENT ORGANISERS CHECK LIST

Set & vet course	
Land owner permissions	
Catering coordinator	
Pre-event publicity <ul style="list-style-type: none"> • Newsletter • O-know 	
Prepare map <ul style="list-style-type: none"> • Cartography • Printing 	
Prepare event information for newsletter	
Receive entries and payments	
Navlight	
Prizes <ul style="list-style-type: none"> • Wine for overall winners • Certificates? • Wine for spot prizes • Junior Prizes 	
Search & rescue / first aid arrangements	
Print up lists for registration <ul style="list-style-type: none"> • Control descriptions • Medical, emergency contact, flight plan • Course information? 	
Transport equipment – set up HH <ul style="list-style-type: none"> • Portaloo • PA system? 	
Water drops	
Registration & map issue	
Briefing to competitors	
Serve food	
Process and announce results	
Pack up HH collect controls	
Results to web master	
Send out thank you letters	
Competitor info to membership officer	