

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 & C	•	Whose job?		
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, 1stAid	•	Any special info?	•	Patrols?		
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		Protes	ts / 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 e	vent	_					
•	Results - OK with C?			•	Event accounts & money to club		
•	Club & British Orienteering website/rankings			•	Thanks letter/email to everyone involved		
 Numbers to British Orienteering 			•	Incident form to British Orienteering			
Return equipment				within 1 week			
•	Reports O, P and C and expenses for officials			•	Any learning points to club		