

1. PRE-EVENT ACTION PLAN

Event: _____

Task	By When? (Date)	Responsibility? (Name)	Done? (Date)
Approx 8 weeks before event			
Identify the Event Manager & Competition Manager			
Contact potential venues where event can be held			
Decide on the venue where the event will be held			
Prepare budget			
Send info & entry forms to affiliated groups			
Estimate number of volunteers needed			
Event management team meeting - progress check			
Other:			
Other:			
Approx 6 weeks before event			
Plan where spectators will go and where athletes will wait, change, go for staging and compete			
Identify equipment needs and order anything needed			
Identify signage needs and order anything needed			
Find an event sponsor (if required for budget)			
Check that venue has correct insurance			
Undertake risk assessment			
Event management team meeting - progress check			
Other:			
Other:			
Approx 4 weeks before event			
Arrange First Aid services			
Confirm catering arrangements			
Order two-way radios (if required)			
Confirm parking arrangements			
Make arrangements for cleaning			
Arrange food and information for Families area			
Plan opening ceremony for event			
Complete the Event Day Schedule & Plan			
Send letter of agreement to chosen venue			
Identify person(s) to present awards			
Prepare divisioning schedules			
Event management team meeting - progress check			
Other:			

Other:			
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Approx 2 weeks before event			
Complete the Venue Emergency Response Plan (VERP)			
Inform local media about the event			
Send timetable & competition schedule to affiliated groups			
Assign volunteers to roles			
Volunteer training session			
Event management team meeting - final check			
Submit event evaluation report to Regional office			
Meet with RSDO/Regional Sports Coordinator to verify divisioning of athletes			
Other:			
Other:			

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