**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Item | Notes | Done? |
| 1 | Venue Booking |  |  |
| 2 | Draft timetable |  |  |
| 3 | Information sheet |  |  |
| 4 | UKA permit |  |  |
| 5 | Invite officials | More information here |  |
| 6 | Invite first aider |  |  |
| 7 | Set deadline for entries if desired |  |  |
| 8 | Send entry sheet and publish documents online | Teamsheet template Guest template |  |
| 9 | Purchase numbers | Two per number (front and back)  www.first4numbers.co.uk |  |
| 10 | Purchase medals (if necessary) | Classicminitures.com |  |
| 11 | Process entries into spreadsheet (inc. number assignment and seeding) | Template |  |
| 12 |  |  |  |
| 13 |  |  |  |
|  | **Things to bring on the day** | | |
|  | Name/number list |  |  |
|  | Numbers (organised by team where possible) |  |  |
|  | Timetable |  |  |
|  | Catering for officials/volunteers |  |  |
|  | Field cards | Template |  |
|  | Track cards | Templates but advised to buy from www.\_\_\_.com |  |
|  | Walkie talkies | Hire from LUCA |  |
|  | Permit |  |  |
|  | Officials expenses forms | Template |  |
|  | Withdrawal forms |  |  |
|  | Float |  |  |