

EVENT PLANNING SCHEDULE

This planning schedule covers the main activities associated with an "A" meet. It should be modified to include planning sessions and the specific activities of your meet. When planning, take into account your experience and that of your people. With a schedule you will have some idea of any area where you may be falling behind. If you suspect you are behind schedule in a certain area, contact your consultants and/or key personnel to determine if a problem has arisen. The timetable given allows time to work out most problems if they are addressed quickly after they are discovered.

20-24 MONTHS BEFORE

_____OBTAIN PERMISSION TO USE SITE CHOSEN

_____DETERMINE IF A CERTIFICATE OF INSURANCE WILL BE REQUIRED

18-24 MONTHS BEFORE

_____RECRUIT: MEET DIRECTOR, COURSE SETTER, REGISTRAR, VETTER

_____SUBMIT SANCTIONING REQUEST FORM

_____OBTAIN AERIAL PHOTOS FOR BASE MAP

18 MONTHS BEFORE

_____PREPARE A MEET BUDGET

_____ACQUIRE THE BASE MAP AND MAPPING SOFTWARE

_____RECRUIT FIELDCHECKER AND MAP DRAFTER

16 MONTHS BEFORE

_____RECRUIT WORKERS TO PLAN AND PRODUCE AWARDS

_____RECRUIT WORKERS TO LOCATE EMERGENCY SERVICES, ACCOMMODATIONS, ETC.

_____BEGIN FIELD WORK FOR MAP

12 MONTHS BEFORE

_____PREPARE REGISTRATION FORMS, EVENT ANNOUNCEMENT AND PUBLICITY

_____RECRUIT WORKERS RESPONSIBLE FOR CHECK IN, START, FINISH, RESULTS, OTHER FUNCTIONS. BEGIN TO PLAN/TEST PROCEDURES

10 MONTHS BEFORE

_____HAVE MAP DRAWN

_____PREPARE MEET INFORMATION PACKAGE

_____PREPARE INVENTORY OF ALL MEET SUPPLIES AND EQUIPMENT TO BE DELIVERED TO MEET SITE AND ARRANGE TRANSPORT.

8 MONTHS BEFORE

_____HAVE MAP PRINTED

_____RECRUIT WORKERS TO PLAN SERVICES - BABYSITTING, SOCIALS, TRAINING, ETC

6 MONTHS BEFORE

_____COURSE CONSULTANT IS ASSIGNED

4 MONTHS BEFORE

_____SEND TO THE COURSE CONSULTANT INITIAL LAYOUTS OF COURSES. SHOW WATER STOPS, PARKING, MEET CENTER, FIRST AID, ETC.

_____DISTRIBUTE MEET ANNOUNCEMENTS FOR PUBLICATION.

2 MONTHS BEFORE

_____SEND APPLICATION FOR CERTIFICATE OF INSURANCE IF NEEDED

_____COURSE PLANNER HANGS VETTING TAPES, WRITES CONTROL DESCRIPTIONS

_____COURSE PLANNER SENDS FINAL REVISED COURSES AND CONTROL DESCRIPTIONS TO COURSE CONSULTANT

1 MONTH BEFORE

_____HAVE VETTER CHECK THE COURSES USING COMPETITION MAPS AND CONTROL DESCRIPTIONS.

_____COURSE PLANNER REVISES COURSES BASED UPON COURSE VETTER COMMENTS AND MOVES VETTING TAPES

_____HAVE COURSES RUN FOR ESTIMATED WINNING TIMES

3 WEEKS BEFORE

_____ COURSES ARE PRINTED ON MAP

_____ CODE-CLUE SHEETS ARE PRINTED

2 WEEKS BEFORE

_____ HANG CONTROLS, PUNCHES AND CODE CARDS USING
PREPRINTED COMPETITION MAPS AND CODE-CLUE SHEETS

_____ PREPARE MASTER PUNCH CODE CARDS

_____ ASSEMBLE MAPS WITH CODE-CLUE SHEETS IN THEIR CASES

_____ DESIGNATE COMPETITOR ASSEMBLY AREAS

_____ RECRUIT COMPETITORS TO SERVE ON YOUR JURY

1 WEEK BEFORE

_____ RECHECK CONTROLS AND PULL VETTING TAPES USING
COMPETITION MAPS AND CODE-CLUE SHEETS

DAY BEFORE

_____ PUT OUT WATER STOPS

_____ SET UP START AND FINISH AREAS

_____ SET UP DIRECTIONAL SIGNS AND DESIGNATE PARKING AREAS

DAY 1 BEFORE COMPETITORS START

_____ RECHECK ALL CONTROLS USING COMPETITION MAPS

_____ SYNCHRONIZE CLOCKS

_____ INVENTORY SUPPLIES IN EACH AREA

DAY 1 AFTER THE COMPETITION

_____ RESET START AND FINISH AS NEEDED

_____ PREPARE RESULTS

_____ PUT OUT WATER STOPS

DAY 2 BEFORE COMPETITORS START

_____RECHECK ALL CONTROLS USING COMPETITION MAPS

_____SYNCRONIZE CLOCKS

_____INVENTORY SUPPLIES IN EACH AREA

DAY 2 AFTER THE COMPETITION

_____PREPARE RESULTS

_____PRESENT AWARDS

1 WEEK AFTER THE MEET

_____SEND RESULTS TO [RANKING COMMITTEE, ONA](#) AND
[SANCTIONING CHAIR](#)

_____COMPUTE ON FORM AND REMIT FEES TO ORIENTEERING USA
OFFICE

_____SEND COPIES OF COURSES AND MEET REPORT TO SANCTIONING
CHAIR