

Biggleswade AC HOME Track & Field Event Planner

Event Name:
Event Date & Time:
Event Manager:

Needed by	Category	Activity	Who is responsible?	Who needs to be informed?	Complete?	Notes
Needed prior to the event		Entries		Comms Co-ordinator		
		Publicity		Comms Co-ordinator		
	Facilities	Toilets Toilet paper First Aid				
		Class room of the Future booking, if req'd Refreshments				
	Equipment	Numbers Pins if required Track & Field cards				
	Checks	Jumps/cage safe to use Field markings satisfactory				
Needed on the day of the event	People	Public Address announcer Set up team Track team Clear down team				
	<u>Officials List</u>	<u>Name</u>				
		Starter				
		Assistant Starter				
		Marksman 1				
		Marksman 2				
		Track Referee				
		Track Judges (4)				
		Chief Time Keeper				
		Time Keepers (3)				
	Field Referee(s)					
	Field Judges Team 1					
	Field Judge Team 2					
	Field Judges Team 3					
	Field Judges Team 4					
	Field Judges Team 5					
	Registration Lead					
	Registration Assistant					
	Results Lead					
	Results Assistant					
Post event		Results sent to league/Po10/Comms Co-ordinator		Comms Co-ordinator		
		Match report to communications team		Comms Co-ordinator		
		Generate profit/loss finance report		Events Co-ordinator		
		Invoice sent to league (if relevant)		Treasurer		