NEW SOUTH WALES ROGAINING
THE SPORT OF CROSS-COUNTRY NAVIGATION

Pre-event checklist

Key tasks to be arranged by the Event Coordinator	Who else should be involved?		
	Administrator	Course Setter	Caterer
Help the course setters choose a **hash house site** with suitable: ▪ Access ▪ Space for parking and camping (if required) ▪ Space for hash house, admin and briefing ▪ Toilets/area for port-a-loos/site for toilet pits ▪ Water/bring water in ▪ Power/bring generator	✓	✓	✓
Recruit volunteers. Ensure volunteers know when and where to go. Let them know the policy for reimbursing expenses and where to find a claim form	✓	✓	✓
Help the Administrator prepare the **budget** and **entry form**		✓	
Advertise event in newsletter and on website	✓	✓	
Prepare **Safety Plan** and send a copy to the local authorities		✓	
Arrange to get **flags, intention boards and navlights** to the event site in time for hanging		✓	
Ensure **forms and documents** are prepared (with the help of the course setters and administrator): ▪ Entry form ▪ Final instructions ▪ Map ▪ Control card ▪ Controls info sheet ▪ Course setters notes ▪ Flight plan intentions sheet	✓	✓	
Print copies of event documents to hand out to participants. Also bring along extra copies of membership/newsletter forms and indemnity forms	✓	✓	
Arrange to transport **equipment** to the event and to the sites where it is needed, e.g. water drop locations, all night café location	✓	✓	✓
Arrange suitable **vehicles** for safety patrols, water drops, etc.	✓	✓	✓
Arrange additional **hired equipment** such as port-a-loos and marquee	✓	✓	✓
Track down the **trophies** with last year's winners and ensure they will be at the event (NSW championships or Paddy Pallin)	✓		
If you need to **reimburse volunteers** or pay for any items at the event, ensure that cheques are written out in advance, or that the cheque book and two signatories will be handy at the event	✓	✓	✓

NEW SOUTH WALES

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Post-event checklist

Key tasks to be arranged by the Event Coordinator	Who else should be involved?		
	Administrator	Course Setter	Caterer
Pack up and return **equipment**. Note any equipment issues with the equipment officer	✓	✓	✓
Arrange **flag collectors**	✓	✓	✓
Gather reports, stories and photos for the newsletter and website	✓	✓	✓
Thank landowners and volunteers	✓	✓	✓
Archive event documents – contact the NSWRA Archivist. At a minimum, you should archive: ▪ Map – hard and electronic copies ▪ Control list, course setters notes and final instructions – hard and electronic copies	✓	✓	
Keep the Resources web pages up to date – let the webmaster know if you can add any useful information	✓	✓	✓