

Pre Event Checklist

Event	
Date	
Organiser	

Action	Date to be done by	Responsibility	Confirmed	Comment
On Water team Confirmed?	6 weeks	Event Organiser	<input type="checkbox"/>	Boat requirements OD team (5 minimum) (3 OD boat & 2 on mark boat)
OD & mark Boat Confirmed?	6 weeks	Event Organiser	<input type="checkbox"/>	OD boat or jam donought? 1 or 2 Mark boats?
Notice of Race circulated?	6 weeks	Event Organiser	<input type="checkbox"/>	Clean boat declaration form included?
Site layout and use confirmed?	6 weeks	Event Organiser & Water Manager	<input type="checkbox"/>	Where are visitors storing and launching boats from? Parking arrangements
Canteen requirements confirmed?	3 weeks	Event Organiser	<input type="checkbox"/>	Caterers spoken to? Process for liaison with on water team agreed?
Beach Helpers	2 weeks	Event Organiser	<input type="checkbox"/>	Required? Discuss with Water Manager
Registration team Confirmed?	2 weeks	Event Organiser	<input type="checkbox"/>	Sheets requested from Office?
Result team Confirmed?	2 weeks	Event Organiser	<input type="checkbox"/>	Results being covered?
Car park marshals confirmed?	2 weeks	Event Organiser	<input type="checkbox"/>	Minimum number 4 required Arrival on site at 0830 briefing
Friday night Arrivals?	2 weeks	Event Organiser	<input type="checkbox"/>	Parking arrangements?
Seven Trent communicated with?	2 weeks	Water Manager	<input type="checkbox"/>	
Cleaner booked?	1 week	Water Manager	<input type="checkbox"/>	This is needed for weekend events
Rescue arrangements agreed?	1 week	Water Manager	<input type="checkbox"/>	1 rescue boat per 25 boats Double manned for foiling moths Wind forecast
Event plan communicated to members and fleet captains?	1 week	Rear Comm Sail	<input type="checkbox"/>	Members parking arrangements Windsurfers arrangements depending on wind forecast