Event Manager's Checklist



Meet:							
Venue:							
Date:							
Technical Director's name:							
Facility Coordinator's name:							
Venue Contact details:							
				Notes			
1.	Est	ablish budget so funding for any equipment/hire can be					
	pas	sed by SCM Board Resolution and grants/funds sourced by					
		ance Sub-Committee (6 months prior)					
2.		ise with Pool Management/Facility Coordinator concerning					
		S Plans including emergency procedures					
3.		ecklist (separate document) required from Facility					
		ordinator covering Pool Facilities and Equipment including:					
	•	Receive completed checklist from FC					
	•	Venue contact person					
	•	Venue H&S plan and requirements of hosting Club/Region					
	4. Liaise with TD concerning officials' assignments						
5.		ms required – (available on SCM website)					
	٠	Withdrawal					
	•	DQ forms					
	•	Protest					
	•	Appeal					
	•	Timekeepers deck cards/lane sheets					
	•	Relay Team Replacement Form					
	•	Warm up procedure					
	•	Seating plan					
6.		icies/Documents					
	•	SCM H&S					
-	•	Photographers					
7.		ganise					
	•	Poster/flyer					
	•	Oder of events					
	•	Set up the event on SNZ website					
	•	Presentation area personnel Ribbon/medal presenters					
	•	· ·					
	•	VIP support person Runners					
	•						
	•	Announcer Snacks/food/water and catering team					
	•						
	•	Tables for recorders, registration, referee, catering					
	•	Program - design and compile Programs – determine number required for officials, team					
	•	managers, spectators					

Notions and/or medals Welcoming speech and H&S announcements Organise and run team manager's meeting in conjunction with TD and referee – time, place, content Official's and voluncer's sign in Set up and pack down crews from Duty Clubs Invoices for relays Send to clubs as soon as meet closes and must be paid prior to Meet or teams will not be permitted to swim Equipment required Starters unit Additional speakers for start unit Additional speakers (if required) Starters unit Additional speakers (if required) Valkie talkies (if required) Valkie talkies (if required) Lane numbers/cones Lane conse (start and turn ends) False start rope Lap counters Chairs – benches Gazebos/pop up tents for marshalling and start/referee area (outdoor events) Prister's for start/referee area Barriers for start/referee area Sublock – outdoor events Singage Administration equip – pens, staplers, cellotape, blutac, scissors, paper clips, vivids, A4 paper, rulers, rubber bands, Barriers Sublock – outdoor events Singage Marshalling Presentations (if required) Sating Narshalling Presentations (if required) Sating			Dibbono end (en modele	
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File TD/FC/EM Checklists with Event Docs				
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Reviewed: April, 2020