

Event Manager's Checklist



Meet:		
Venue:		
Date:		
Technical Director's name:		
Facility Coordinator's name:		
Venue Contact details:		
		Notes
1. Establish budget so funding for any equipment/hire can be passed by SCM Board Resolution and grants/funds sourced by Finance Sub-Committee (6 months prior)		
2. Liaise with Pool Management/Facility Coordinator concerning H&S Plans including emergency procedures		
3. Checklist (separate document) required from Facility Coordinator 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. Forms required – (available on SCM website)		
• Withdrawal		
• DQ forms		
• Protest		
• Appeal		
• Timekeepers deck cards/lane sheets		
• Relay Team Replacement Form		
• Warm up procedure		
• Seating plan		
6. Policies/Documents		
• SCM H&S		
• Photographers		
7. Organise		
• 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		

<ul style="list-style-type: none"> • Ribbons and/or medals 		
<ul style="list-style-type: none"> • Welcoming speech and H&S announcements 		
<ul style="list-style-type: none"> • Organise and run team manager's meeting in conjunction with TD and referee – time, place, content 		
<ul style="list-style-type: none"> • Attend official's meeting in conjunction with TD and referee – time, place, content 		
<ul style="list-style-type: none"> • Official's and volunteer's sign in 		
<ul style="list-style-type: none"> • Set up and pack down crews from Duty Clubs 		
7. Invoices for relays		
<ul style="list-style-type: none"> • Send to clubs as soon as meet closes and must be paid prior to Meet or teams will not be permitted to swim 		
8. Equipment required		
<ul style="list-style-type: none"> • Starters unit 		
<ul style="list-style-type: none"> • Additional speakers for start unit 		
<ul style="list-style-type: none"> • Pads, buttons, AOD equipment 		
<ul style="list-style-type: none"> • Stop watches 		
<ul style="list-style-type: none"> • Clipboards 		
<ul style="list-style-type: none"> • PA System – wireless mic, music (if required) 		
<ul style="list-style-type: none"> • Walkie talkies (if required) 		
<ul style="list-style-type: none"> • Lane numbers/cones 		
<ul style="list-style-type: none"> • 15m cones (start and turn ends) 		
<ul style="list-style-type: none"> • False start rope 		
<ul style="list-style-type: none"> • Lap counters 		
<ul style="list-style-type: none"> • Tables 		
<ul style="list-style-type: none"> • Chairs – benches 		
<ul style="list-style-type: none"> • Barriers for start/referee area 		
<ul style="list-style-type: none"> • Gazebos/pop up tents for marshalling and start/referee area (outdoor events) 		
<ul style="list-style-type: none"> • Printer/copier and paper 		
<ul style="list-style-type: none"> • Laptops and cables 		
<ul style="list-style-type: none"> • Ribbons and/or medals 		
<ul style="list-style-type: none"> • Administration equip – pens, staplers, cellotape, blutac, scissors, paper clips, vividis, A4 paper, rulers, rubber bands, 		
<ul style="list-style-type: none"> • Banners 		
<ul style="list-style-type: none"> • Sunblock – outdoor events 		
9. Signage		
<ul style="list-style-type: none"> • Marshalling 		
<ul style="list-style-type: none"> • Presentations (if required) 		
<ul style="list-style-type: none"> • Seating 		
<ul style="list-style-type: none"> • Warm up 		
<ul style="list-style-type: none"> • Results 		
10. Post Event		
<ul style="list-style-type: none"> • Thank venue manager 		
<ul style="list-style-type: none"> • Ensure SNZ MAD form is processed 		
<ul style="list-style-type: none"> • Distribute an evaluation form to all competing Clubs 		
<ul style="list-style-type: none"> • Forward evaluation summary to Chairs of Events S-C and Technical S-C 		
<ul style="list-style-type: none"> • File TD/FC/EM Checklists with Event Docs 		