**Level C Organisers Guide**

1. Obtain permission from the landowner to hold the event. This may already have been done for you.
2. Find a suitable car parking location. You will need to liaise with the planner over this. Obtain permission for your car park, and negotiate a fee. Free if possible. Is it suitable in bad weather? Larger vehicles?
3. Notify the local residents that may be affected, and the local police.
4. Find out Start and Finish locations from the planner.
5. Do you need a string course? Identify a location.
6. Complete your Risk Assessment and send to the controller for checking and signing.
7. Send a copy of the Risk Assessment and Insurance policy (On BOF website) to the Landowner and car park owner.
8. Book toilet for the event if needed.

 Spacemobiles: 01746 712602. Our preferred choice!!

 Telford Toilet: 01952 613436.

 Asles: 01952 461266

1. Book Catering with Tim if he is available. Podium: 07580 458659, PodiumCatering@gmail.com
2. If a large event, Invite Ultrasport: 01952 813918 or via their website.
3. Check mobile phone signals/radios in the event area.
4. Complete your event flyer, see template. Send it to your controller for checking. After being checked, send it to our webmaster for posting on our website.
5. Produce flyers to take and hand out at other events. Di has the printer.
6. Check Club and BOF websites to make sure the event is being advertised correctly.
7. Locate and collect in any trophies you need to give out at your event.
8. Email club members and ask nicely for on the day volunteers.
9. Fill in your helpers list. Email this to your volunteers so they know their jobs.
10. Check and discuss with planner/committee map printing quantities. You will need extra blank maps for start lanes. Three of all controls for yourself in case of a lost competitor.
11. Add Final Details to the flyer, including course lengths. Have it checked by the controller and send it to the webmaster for posting on the website.
12. Fill in 2 copies of the information sheet, needed by the Registration/Enquiry team on the day. They will get asked lots of questions! Plus they need 2 copies of your helpers list.
13. Check you have all the equipment you need. See “All the things you will need on the day” list. Plus note where the equipment is kept, and pick it up if someone else is not bringing it.
14. On the day of the event enjoy the early start. Refer to your Helpers list and get all your own jobs completed first. Then assist your helpers where necessary.
15. In case of a lost competitor refer to your “Lost Competitor Guide”
16. At the end of the event check back in all the equipment.
17. Remember to thank all your helpers.
18. Write your organisers comments for the website.
19. File event information in pack, for next time the area is used for an event.

Thank you for organising this event.