

## MAJOR EVENT CHECKLIST

Trial:	Date:
Trial Manager:	Trial Secretary:

<b>Action</b>	<b>Who By</b>	<b>Target Date</b>	<b>Completion Date</b>
<b>Appoint the following (personnel):</b>			
Judge			
Helper 1			
Helper 2			
Reserve Helper			
Tracking Manager			
Tracklayer 1			
Tracklayer 2			
Gun Steward			
Group No. 1.			
Group No. 2.			
Group No. 3.			
Group No. 4.			
Handler Steward (to ensure all handlers are presented at correct times for tracking, obedience and protection and to scan dogs if required)			
Photographer			
Runner (to make sure judge, group , photographer et.c have sufficient drinks etc.)			
Complete Event Application and send to Events Co-Ordinator			
Arrange Tracking Venue			
Arrange Obedience and Protection Venues			
Arrange Judge's Travel			
Arrange Judge's Accommodation			
Arrange Helpers & Tracklayers Accommodation			
Produce Event Schedule			
Put Event Schedule on Website/Secretaries Forum			
Distribute Schedules to all clubs			
Take Entries			
Produce Catalogues			
Events Map and Directions			
Trophies			
Certificates			
Judges Marking Sheet			
Score Sheets			
Gifts for Judge, Tracklayers & Helpers			

## MAJOR EVENT CHECKLIST – cont'd

Action	Who By	Target Date	Completion Date
<b>Equipment</b>			
Competitors Bibs			
Group Bibs			
Tracking Poles			
Tracking Articles			
Downstay Marker			
Dumbbells (650g, 1kg, 2kg)			
Dumbbell Stand			
'A' Frame			
Hurdle (1m)			
6mm Blank Pistol and Pellets			
Spare Pistol			
6 Hides			
Protection Sleeves and Stick			
Waterproof Clipboard for Judge			
Score Cards			
Scanner			
P.A. System			
Draw Balls, Bag & Playing Cards			
Spray Paint			
Tent/Umbrellas			
Podium & Wreaths			
Flower & Flags			
Club & Promotion Banners & Mascot			
Flasks & Drinks for Tracking			
Advertisement on Website & Magazines			
Sponsors			
Trade Stands			
Hospitality Stands			
Catering			
Raffle Tickets & Prizes			
Transporting Judge to and from Airport			
Judges Entertainment & Meals			
Bin Bags, Poo Bags, Toilet Rolls			
Secretary Equipment: Pens, Tippex etc.			
Evening Meal & Entertainment			
Organise End Presentation			
Give Speech & Gifts, present Judge with Books & Certification to give to Competitors etc.			
Organise Vet on Call			
Venue, Direction Signs			
Access to Venue & Setup			
Practice Area			
Secretary's, Judges Table & Chairs			
Competitor/Visitors Accommodation/Camping			
Dummy Dog & Handler (qualified to IPO3)			

## **MAJOR EVENT CHECKLIST – cont'd**

<b>Action</b>	<b>Who By</b>	<b>Target Date</b>	<b>Completion Date</b>
Walkie Talkies			
First Aid Kits for People and Dogs			
Person to sell Catalogues			
Person to Sell Raffle Tickets			
People to put up and take down obedience and protection equipment			
Setting up of the Competition Area (fence if required)			
Make sure Competition Area is cut and flat			