

NSWCIS CARNIVAL / GALA DAY /SELECTIONS **EVENT ORGANISATION**

Event _____

Venue _____

Date/s _____

IMMEDIATELY

- Book Venue

8 WEEKS BEFORE

- PA System booked
- Catering arranged
- Appropriate Local Association Notified
- Referees/Umpires Organised - ABN Numbers/Hobby Forms requested for completion
- First Aid/Medical arrangements organised
- Equipment ordered
- Medallions/Gifts organised

6 WEEKS BEFORE

- Association Delegates/Committee Members/Sports Teachers notified of relevant details/ entry forms
- Buses/Transport Booked
- Photographer Booked
- Committee meeting Held re arrangements

4 WEEKS BEFORE

- Draw and Program outline completed
- Draw and Program/rules sent to Association Delegates/ Sports Teachers and Umpires/Referees
- Publicity contacts Notified of Event
- Referees/Umpires Organised - ABN Numbers/Hobby Forms returned
- Request for payments to venues/hire of equipment, medical officers etc

2 WEEKS BEFORE

- Score Cards/Result Sheets prepared
- Transport Arrangements checked
- First Aid/Medical Arrangements checked

1 WEEK BEFORE

- Program completed

FINAL CHECK

- Venue
- Ground marking/ facility set up
- Parking

- Equipment
- PA System
- Transport
- Catering
- Accommodation
- First Aid/Medical Arrangements
- Officials

ARRIVAL OF TEAMS

- Arrangements for Meeting
- Issue of Programs

**MANAGERS
MEETING**

- General organisation
- Carnival Rules
- Umpires/Referees
- Selections
- Photographs
- Transport
- Catering
- Contingency Plan – wet weather
- Uniform Order/Purchase / Distribution

EACH DAY

- Venue/facility set up
- Equipment set up
- Scoring set up
- PA System
- Refreshments/catering organised

DURING PLAY

- Timing operating
- Score Cards distributed
- All Toilet/Changeroom facilities in order
- Collect and Compile Results

END OF DAY

- Equipment Collected
- Area cleaned and tidied
- Send results for publication – Papers/website

AFTER CARNIVAL

- Uniform orders Talled or forwarded for placement
- Accounts paid
- Thank you letters as appropriate
- Report prepared and distributed