

TOURNAMENT ORGANISER'S BASIC CHECK LIST

1. Book venue as soon as possible
2. Apply for record status through Sport 80 – This needs to be done 4 months before the event (UK and WRS)
3. Request judges by contacting JLO@scottisharchery.org.uk and fill out form
4. Do prospectus and google form and send to Jacqui Dunlop to put on Events Calander admin@scottisharchery.org.uk Prospectus template can be found under Events- Tournament organisers.
5. Book Dannage timing system, if required, by contacting events@scottisharchery.org.uk
6. Team of volunteers required? Field party? Raffle? Catering?
Make sure jobs are allocated before the shoot and everyone knows what is expected of them etc
7. Check equipment (bosses, stands, faces, medals etc)
8. Check Judges have been allocated by JLO
9. Monitor entries and answer any emails that come your way
10. Organise who is handing out medals
11. Purchase judges gifts
12. Do target lists, score cards and results sheets
13. Send target list to Jacqui Dunlop and put out on social media. This is not a necessity however archers do like to know before hand!
14. Email judges prospectus and target list

15. Make sure that you have expense forms to offer judges
16. Put together a clipboard for judges that contains prospectus, target list, target plan, expenses form and any other relevant information they may need
17. Organise registration clip board containing a target list so someone can check off AGB cards – always good to have someone allocated to do this
18. Organise equipment inspection clipboard with a target list - always good to have someone allocated to do this.

General notes.

- It is always helpful to set up venue (if possible) the night before. This saves on time on the morning of the shoot.
- Organisation is the key to a well run event. Make sure you have enough volunteers.
- Plan ahead , always have spares of everything

Please contact events@scottisharchery.org.uk should you require any advice or help