

### 3. Before The Event

1. If you are planning by yourself, then try and get a helper for the evening, even if it's just to help collect in, or hang around to make sure everyone gets back by courses close time.
2. Collect the equipment, printed maps and registration sheets from Roger at Seaton Mill. Contact him directly in order to arrange a convenient time to do this.
3. Allow yourself plenty of time to put out the control flags and SI boxes.
4. The SI boxes are fairly robust, but can be damaged and are expensive. Handle with care.
5. A useful tip is to tag your sites a few days beforehand with a small stake or garden cane and a bit of tape as this can save a lot of time on the day.
6. Ensure any routes to the start and from the finish are well marked, e.g. by red-and-white tape, or a map at registration as appropriate.
7. Put a Clear, the SAIC (air dibber) activation Check box and the clock at the start. Do not put a Clear next to Download!
8. Put the Safety Rucksack where it is marked on the map. Note that there is a laminated list of club first aiders in the Blue Download Case.
9. Put out some road signs at nearby junctions directing competitors to the event.
10. If parking is on the road-side, or if a road crossing is required to get to the start, then consider putting 'caution runners' signs out to warn approaching traffic (as identified in the risk assessment).
11. Put up a notice informing competitors of the course lengths plus any special instructions, e.g. route to start, course closing times, etc. plus any compulsory kit requirements.
12. Before the summer events, please choose a nearby pub for post-event discussions (and food!) and notify them that some competitors will be turning up.