

Timeline for Sussex Championships 2018

Weeks	Date	Event/Task	Lead Person	Notes	Completed
		Book Venue	Emma		✓
		Book Equipment	Emma		✓
	8/6/18	Rule Pack Finalised	Lisa/Reps	By 8th June	
	22/6/18	Rule Pack Published and distributed	Lisa/Secretary		
		Announcers	Emma	Hilary/Kim	✓
		Scorers	Emma	Gymdata	✓
		Music	Emma	Gymdata	✓
		Sponsors and Stands	Emma/Lisa		Little Stars Fine Designs DE Photos
		Rig and De Rig	Allocated Job / Secretary	All clubs to have a lead name to contact incase of changes on day	
		Registration	Job allocated		
		Doors	Job allocated		
		Refreshments/Lunches	Job allocated		
		Sale of Score Sheets	Job allocated		
2	5/9/18	Plan Layout of Equipment	Discipline reps	Discuss at pre comp meeting	
5	17/8/18	Closing Date			
		Data Entry	Gymdata will do once sent list of entries		
3	31/8/18	Allocate Jobs	Emma/Lisa/Secretary		
3	31/8/17	Distribution of running order	Secretary		
2	5/9/18	Trophies Returned	Emma/Lisa		
3	31/8/18	Order medals and trophies	Lisa		
5	17/8/18	Closing date of adverts	Secretary		
	?	Qualification competition	Discipline reps/committee	Decided upon once entries are in	
	TBC	Music deadline	Gymdata will open this once entries are in		
2	5/9/17	Pre comp meeting	Emma/Lisa	Plough - 12th September	
3	31/8/17	Produce and Print programmes	Lisa		
		Float + Expense Forms	Treasurer		
		Presentation Party	Emma		
		Raffle	Job Allocated		
		Book Hotel (Continental)	Emma		✓