

Draft Jobs list for Sussex Championship

Weeks prior to comp	Date	Event/task	Lead Person	Notes
		Book venue	Sam	?7 th , 8 th Oct
		Book equipment list made and hired	sam	
10		Rule pack finalised	Lauren	all discipline reps sent to rules to Lauren
8		Rule pack published	Lauren	
		Plan layout of equipment		
		Announcers	Clare	? Rob
		Scorers		?Kevin
		Music		?Colin
		Sponsor and stands	Ali	All discipline to send list of interested sponsor and stands
		Rig and de rig	Ali	All clubs to have a lead name to contact if change of time, etc
		Registration		
		Doors		
		Runners		
		Refreshments/lunches		
		Sale of score sheets		
6		Produce running order	lauren	
6		Closing date		
4		Distribute running order	Ali	
5		Data entry	Richard	
4		Allocate job		
4		Trophies returned		
		Order medals and trophies		
3		Publish running order(Final)	Lauren	
4		Closing date of advert		
3		Qualification competition		
2		Music deadline		
3		Produce programmes	Lauren	
1		Pre comp meeting		
1		Print programmes	Lauren	
		Float		
		Presentation party		

