

Course planner's checklist for Minor/Metro League/ Sydney Summer Series/RBOS events

	A	B	C	D	E
1	Time Frame	Item	Task	Notes	Completed
2	> 6 weeks before	Courses	Establish the type and number of courses required with club secretary	Metroleague - check the rules on NSW Orienteering website for the course requirements for the current year. https://onsw.asn.au/events/metro-league	
3	6 weeks before	Info to organiser	Provide organiser with details of event: venue, map used, start location, classes, courses available and their lengths, availability of toilets and water, parking details.	If no organiser send email with details to IKOrienteers@gmail.com. Local club event fees are set annually and will be added into the general information on Eventor by the Treasurer, as will current Metroleague and Summer Series fees. Pre-entries are to be encouraged.	
4	6 weeks before	Eventor	Check all information on event page has been documented correctly	Liaise with Secretary on updates or amendments.	
5	4 - 6 weeks before	Maps	Field check and update existing maps	Inform the map drawer of any changes so they can update the map before you draw up final courses.	
6	2 - 4 weeks before	Courses	Set courses using Purple Pen.		
7			Submit courses for vetting	Ask an experienced orienteer to vet the courses. For Metroleague events submit courses to the controller.	
8			Include organisers's mobile phone no. on the map as Emergency contact as well as name of nearest hospital with emergency services.		
9			Prepare control descriptions for each course. Insert control descriptions on the map.	For local events prepare descriptions in IOF symbols (long, medium line courses) and English text for all other courses. Metroleague - prepare descriptions for Hard courses in IOF Symbols and English text for Moderate and easy, very easy courses. On the day provide hard copies for Metroleague club captains to distribute to team members.	
10	2 weeks before	SI units, hire sticks, cable ties and locks	Identify no. units required & organise pick up/delivery.		
11	1 week before		Print Maps . (<i>Do a proof set run first</i>) Allow time to check maps and reprint if necessary. Print close to pre-entry deadline date.	Ask an exec member for recommendations for printers. Check no. of entries in the different classes on Eventor as guide to print no.s	
12			Use 100gsm up to 120gsm paper weight for local events	Instruct printer	
13			Use pretex tearproof & water resistant paper for Metro League and Sydney Summer Series events	Use Printing Powerform to print Metro League and Sydney Summer Series events. Secretary to provide contact details. Calculate print no.s. Metroleague (No. teams x 5 + EOD courses + individual pre-entries)	
14			Print several copies of "all controls" map	For use on the day for putting out and bringing in controls.	
15		Set up courses in MEOS	Email D Green with the sequence of control SI numbers for each course.	These are required to set up courses in MEOS program.	
16	By 7pm night before event	Post score map on Eventor	Email IKO Eventor administrators with a copy of map for score course in PDF format. RBOS, Sydney Summer Series events.	Ask one of IKO Eventor administrators to place on Eventor (M Duguid, S Froude, D Green). Applies to Sydney Summer Series and RBOS events	
17	On the day	Put out controls	Put out controls with assistance from volunteers if required .	Allow an hour to put out 10 controls.	
18		At end of event	Organise volunteers to collect controls		
19					