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| EVENT OVERVIEW |
| EVENT TITLE |  |
| EVENT DATE |  |
| EVENT LOCATION |  |
| EVENT |  |
| DESCRIPTION |  |
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| EVENT DIRECTOR AND TECHNICAL DELEGATE |
| Event Director: |  | Phone: |  |
| Event Technical Delicate: |  | Phone: |  |



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| EVENT ORGANISING COMMITTEE |
| President: |  | Phone: |  |
| Secretary: |  | Phone: |  |
| Treasurer: |  | Phone: |  |
| EC Co-Ordinator: |  | Phone: |  |

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|  | DRESSAGE (insert date/day) |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |
| Judges: | Ring 1 |  |  | Phone: |  |
| Ring 2 |  |  | Phone: |  |
| Ring 3 |  |  | Phone: |  |
| Ring 4 |  |  | Phone: |  |
| Ring 5 |  |  | Phone: |  |

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|  | COMBINED TRAINING (insert date/day) |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |
| Judges: | Ring 1 |  |  | Phone: |  |
| Ring 2 |  |  | Phone: |  |
| Ring 3 |  |  | Phone: |  |
| Jumping |  |  | Phone: |  |

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|  | SHOW JUMPING  |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |
| Judges: | Ring 1- Article 238.2.2 Table A (AM5) |  |  | Phone: |  |
| Ring 2- Article 274.5.6 (Super 2phase) |  |  | Phone: |  |

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|  | SHOW HORSE |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |
| Judges: | Show Ridden |  |  | Phone: |  |
| Rider |  |  | Phone: |  |
| Led |  |  | Phone: |  |

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|  SCORING |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |
| Assistants: | Friday |  |  |  |
| Saturday |  | Phone: |  |
| Sunday |  | Phone: |  |

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| BIO-SECURITY, STABLING & CAMPING |
| Convenor: |  | Phone: |  |
| Farrier On Call: |  | Phone: |  |
| Vet On Call: |  | Phone: |  |

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| SET-UP |
| Convenor: |  | Phone: |  |
| Assistant: |  | Phone: |  |

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| SECRETARIES DESK |
|  | Phone: |  |
|  | Phone: |  |
| Assistant: | Friday |  | Phone: |  |
| Saturday |  | Phone: |  |
| Sunday |  | Phone: |  |



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| PRESENTATION & SET-UP |
| Convenors: |  | Phone: |  |
|  | Phone: |  |
| Ribbons & Trophies: |  | Phone: |  |

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| SPONSORSHIP AND FUNDRAISING |
| Sponsorship: |  | Phone: |  |
| Silent Auction: |  | Phone: |  |
| Assistant: |  | Phone: |  |

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| EMERGENCY |
| Hospital: | Informed of Event (insert date) to Janet (Admin) Email notification of Event sent to all Depts while on phone | Phone: |  |
| Ambulance: | Informed of Event (insert date) OCI (insert location). Letter detailing Event sent (insert date)to OIC (insert location) QAS. | Phone: |  |
| Police: |  | Phone: |  |
| First Aid – ON- SITE: |  |  | Phone: | . |
| **Event Procedure in the Case of an Ambulance Call out:**1. Central Point of Contact for Serious Incident – (Insert Name) (Event Co-Ordinator) ph: XXXX XXX XXX. (Insert Name) will head to site of incident with on-site Registered Nurse (insert Name) – Ph: XXXX XXX XXX.

Ambulance Guide – (Insert Name) ph: XXXX XXX XXX will proceed immediately to the Front Gate of (Insert Venue Name) Facility, to meet Ambulance and take them directly to the site of incident. |
| Notes: |  |

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| VENUE |
|  | Phone: |  |
| Warwick Horse Trials |  | Phone: |  |
| Facility Co- ordinator: |  | Phone: |  |
| Event Secretary: |  | Phone: |  |



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|  | ACCOMMODATION (Judges) |
|  |  |  |  |
| Judge: | Thursday Night | Friday Night | Saturday Night | Sunday Night |
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|  | JUDGES DIETARY REQUIREMENTS |
| Judge: |  |
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| Announcer  |
| Organiser: |  | Phone: |  |
| Announcer: |  |  | Phone: |  |
|  |  | Phone: |  |
|  |  | Phone: |  |

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| **JOB CHECK LIST** |
| **EVENT DIRECTOR (INSERT NAME)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Book Grounds |  | 6 Months |  |
| Organise TD (if required, not compulsory) |  | 3 months |  |
| Organise First Aid (Insert Name of Provider) |  | 3 months |  |
| Notify Hospital Of Event |  | 3 months |  |
| Notify Ambulance Of Event |  | 3 months |  |
| Certificate of currency |  | 3 months |  |
| Check PA |  | 3 months |  |
| Radios / stop watches / timers |  | 3 months |  |
| Organise an Announcer |  | 3 months |  |
| Finalise program, Biosecurity, Crisis Management & IQ Event form -send to IQfor approval |  | 8 weeks |  |
| Create Event Rider Notes and Send tonominate |  | 1 Week |  |
| Load Program to Nominate |  | 6 weeks |  |
| Load draws Nominate |  | 4 days |  |
| Announcer Folder – Draw, Sponsors List,Menu |  | 1 Day |  |
| Risk Assessment |  | Each day ofevent |  |
| Greet Announcer and First Aid – CoffeeFolder and where to go |  | Each day ofevent |  |

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| **BIOSECURITY / STABLE AND CAMPING (INSERT NAME)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Organise Vet and Farrier |  | 3Months |  |
| Organise wristbands for attendees |  | 3 months |  |
| Sight plan |  | 8 weeks |  |
| Event Biosecurity Plan |  | 8 weeks |  |
| Crisis Management Plan |  | 8 weeks |  |
| Biosecurity Plan |  | 8 weeks |  |
| Organise stabling / Camping |  | 7 Days |  |
| Send stable allocations to event director to be Loaded onto Nominate |  | 4 Days |  |
| Inspect yards, clean yards, wasps |  | 2 Days |  |
| Clean Up (Rubbish Bins) |  | Finish of event |  |
| Clean Toilets, Re stock Toilet paper ect. |  | Duringevent and after |  |

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| **SECRETARY’S DECK (INSERT NAME)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Create Sign in Job Register Form |  | 7 Days |  |
| Create health declarations collection Form |  | 7 Days |  |
| Display draws |  | Day of event |  |
| Sign in Job Register |  | Day ofevent |  |
| Collecting health declarations and handout wristbands |  | Day of event |  |
| Help with queries |  | Day ofevent |  |
| Rider Bags |  | Day of event |  |

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| **SET UP CONVENOR (INSERT NAME)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Book IQ Jump Trailer |  | 3 Months |  |
| Book IQ Dressage Trailer |  | 3 Months |  |
| Tents and tables |  | 8 Weeks |  |
| Collect IQ Jump Trailer |  | 2 Weeks |  |
| Collect IQ Dressage Trailer |  | 2 Weeks |  |
| Work with Convenors on what equipment is needed |  | 2 Weeks |  |
| Organise set up for all Disciplines |  | 1 Day |  |

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| **DRESSAGE CONVENOR (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Organise Judges |  | 6 Months |  |
| Organise Equipment needed (ipads?) |  | 3 Months |  |
| Create Program for this discipline |  | 8 Weeks |  |
| Create Draws |  | 1 Weeks |  |
| Create Helpers Roster |  | 1 Months |  |
| Create Riders Notes |  |  |  |
| Organise site plan with set up convenor |  | 2 Weeks |  |
| Organise gear check and Marshall points |  | 2 Weeks |  |
| Organise Gear Check Equipment and Marshall – Tents, Tables, Whip measure, Chairs. |  | 1 Week |  |
| Conveners/Main folder - Laminated copy of Handbook Rules, Laminated map, Laminated gear Rules, Draw, master copy of dressage test, Helpers Roster, spareTravel subsidy form, Judges List. |  | 1 Week |  |
| Gear Check folder – Laminated copy of Handbook Rules, Map, Laminated gear Rules (bits nosebands), Draw, Laminated w Dressage tests, Helpers Roster.Pencil case – Blue tack, Pens, Highlighters, Ruler, Sticky tape. |  | 1 Week |  |
| Marshall Folders – Draw, Pen |  | 1 Week |  |
| Judges Folders Dressage– Tips for Pencillers, Score sheet (Colour Coded), Draw, Travel subsidy form, Laminated Dressage Tests.Pencil case – Pencil, Sharpener, Pens, Highlighters, Ruler, Bull dog clip. |  | 1 Weeks |  |
| Send draws and helpers roster to event director to be loaded onto Nominate |  | 6 Days |  |
| Email Draws to Judges and confirm start times (at least half an hour before first horse)Check if Dressage Judges need a car. |  | 2 Days |  |
| Put up maps at Secretary’sOffice. |  | 1 Day |  |
| Final Set-up and Final check that all arenas are ready to go. |  | 1 Day /Day of |  |
| Collect two way radios and high vis vest forgear check and marshalling. |  | Day of |  |
| Set up Gear Check and Marshalling – Distribute folders, Display Work outs, Whip measurer. |  | Day of |  |
| Greet Judges offer a hot drink, give themfolders and show them where to go. |  | Day of |  |

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| **SHOW JUMPING *CONVENOR* (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Organise Judges / Course Builder |  | 6 Months |  |
| Organise Equipment needed |  | 3 Months |  |
| Create Program for this discipline |  | 8 Weeks |  |
| Create Draws |  | 1 Weeks |  |
| Create Helpers Roster |  | 1 Months |  |
| Organise site plan with set up convenor |  | 2 Weeks |  |
| Organise gear check and Marshall points |  | 2 Weeks |  |
| Organise Equipment for Gear check, Marshalls and Judges – Tents, Tables, Whip Chairs. |  | 1 Week |  |
| Conveners/Main folder - Laminated copy of Handbook Rules, Laminated map, Laminated gear Rules, Helpers Roster,spare Travel subsidy form, Judges List. |  | 1 Week |  |
| Gear Check folder – Laminated copy of Handbook Rules, Map, Laminated gear Rules, Draw, Helpers Roster.Pencil case – Blue tack, Pens, Highlighters, Ruler, Sticky tape. |  | 1 Week |  |
| Marshall Folders – Draw, Pen |  | 1 Week |  |
| Judges Folders Jump– Laminated copy Rules, Score book, Draw, Travel subsidy form.Pencil case – Pencil, Sharpener, Pens, Highlighters, Ruler, Bull dog clip. |  | 1 Weeks |  |
| Send draws and helpers roster to event director to be loaded onto Nominate |  | 6 Days |  |
| Email Draws to Judges and confirm start times (at least half an hour before first horse) |  | 2 Days |  |
| Put up maps at Secretary’s Office. |  | 1 Day |  |
| Final Set-up and Final check that all arenas are ready to go. |  | 1 Day /Day of |  |
| Collect two way radios and high vis vest forgear check and marshalling. |  | Day of |  |
| Set up Gear Check and Marshalling – Distribute folders, Display Work outs, Whip measurer. |  | Day of |  |
| Greet Judges offer a hot drink, give themfolders and show them where to go. |  | Day of |  |

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| **CATERING** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Canteen |  | 3 Months |  |
| Coffee Van |  | 3 Months |  |
| Send email to Judges re Dietary requirements |  | 2 Weeks |  |
| Send Menu to event director to beloaded onto Nominate |  | 1 Week |  |
| Organise Judges Catering |  | Day of event |  |

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| **SCORING CONVENOR (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Organise Assistants |  | 3 Months |  |
| Equipment Needed  |  |  |  |
|  |  |  |  |
| Send all results to IQ |  | Straight after event |  |

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| **RIBBONS, TROPHIES & PRESENTATION SET UP (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Organise Ribbons and Trophies |  | 3 Months |  |
| Sort boxes of ribbons |  | 3 Months |  |
| Calculate Ribbons needed |  | 3 Months |  |
| Calculate Trophies needed |  | 3 Months |  |
| Order Ribbons |  | 8 Weeks |  |
| Order Trophies (Rugs/Hay Bags/Dippers) |  | 8 Weeks |  |
| List of what trophies we have (Teams) |  | 8 Weeks |  |
| Engrave trophies we have (Teams) |  | 8 Weeks |  |
| Take Trophies/Ribbons/Rugs/Hay Bags/Dippers to Events |  | 1 Day |  |
| Set Table for presentation daily |  | Day ofevent |  |

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| **SPONSORSHIP (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Contact sponsors |  | 8 Weeks |  |
| Organise signage, Logos |  | 6 Weeks |  |
| Create Sponsors List |  | 1Week |  |
| Thank Sponsors |  | After event |  |

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| **FUNDRAISING – SILENT AUCTION (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Email to members asking for donated items |  | 8 weeks |  |
| Auction bidding sheets |  | 1 Week |  |
| Collect auction items |  | 1 Day |  |
| Display auction items |  | Day of event |  |

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| **JUDGES (INSERT NAME/S)** |
| **JOBS** | **Name** | **Time line** | **Completed** |
| Book judges with convenors |  | 6 months |  |
| Get quotes for accommodation |  | 3 Months |  |
| Book accommodation |  | 3 Months |  |
| Email judges to confirm and ask if any dietary requirements |  | 2 weeks |  |

Thank you to Scots PGC for creating this template.