**Template Event Plan**

**1. Event Program**

|  |  |  |
| --- | --- | --- |
| Date | Time | Events |
|  |  |  |
|  |  |  |

In addition to the timetable during the competition days, the deadlines for bulletin issue, receipt of entries etc should be included in the above table.

For each competition day, the table should include the start times of races and the time of the official ceremonies.

**2. Mapping**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Race | Mapper | Map Scale | Complete first draft available | Map finalised |
|  |  |  |  |  |
|  |  |  |  |  |

**3. Terrain, arenas and course planning deadlines**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Race | Terrain | Distance from Event Centre | Terrain permission finalised | Arena permission finalised | Courses ready |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Model events and reserve areas should be included in the above table

**4. Opportunities for training**

An outline of the training opportunities should be given here including brief details of any planned training camps.

**5. Event Centre**

The location of the event centre should be given here with a list of the facilities that it will contain.

**6. Accommodation**

Details of the accommodation possibilities should be given here

**7. Transport arrangements**

Details of the transport arrangements should be given here including facilities for parking at the events.

**8. Ceremonies and banquets**

Details of the ceremonies (opening, prize-giving, closing) and any banquets should be given here

**9. Timekeeping and Punching system**

Details of the timekeeping and punching system to be used including a test plan

**10. Arena production, media coverage and media facilities**

The ambition levels for arena production and media coverage should be detailed. Describe the level of commentary to be provided for spectators.

Describe:

* the Arena concept
* how the courses will be adapted to maximise spectator/media interest
* the number of cameras expected
* the production method (live coverage/edited)
* media partnerships arranged or sought
* distribution method for the TV signal

Give details of the facilities that will be provided for media personnel at the arena.

**11. Anti-Doping**

Details of the arrangements for doping tests

**12. Event Organisation**

A list of all the key officials, their e-mail addresses and mobile phone numbers along with a list of their responsibilities (where it is not obvious from their job title). An organisation chart should show the lines of command. The relationship with the national Federation should be outlined here, listing any responsibilities that the Federation will have for the event and the key contact people.

**13. Budget**

A detailed budget showing income and expenditure. The entry fee should be given here.

**14. Spectators/VIPs**

Details of the facilities to be provided for spectators and VIPs. Brief details of any associated spectator races indicating the likely number of participants and which maps and arenas will be used.

**15. Safety and Health**

Details of any necessary safety measures that will be taken e.g. road closures, taping of dangerous crags. Details of the medical facilities to be provided.

**16. Timetable for Event Advising visits**

A list of dates for the expected visits by the IOF Event Adviser. These should be scheduled to match the timetable for Event bulletins.

The finished document must be signed and dated by the organiser and the IOF Event Adviser. It is important to update the Event Plan after each visit. The revised plan shall be signed by the Event director and the IOF Event Adviser, normally at the end of the Event Advising visit.