## **Pre-Event Action Plan**

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsibility?  (Name) | By When?  (Date) | Done?  (Date) |
| Approx. 10 weeks before event |  |  |  |
| Event Entry Forms sent to all clubs​ | RDO Sport​ |  |  |
| Recruitment of Core Event Management Team​ | RDO Sport |  |  |
| Recruitment of Core Event Management Team​ | RDO Volunteers |  |  |
| Approx. 8 weeks before event |  |  |  |
| First Event Management Team Meeting | RDO Sport to host |  |  |
| Volunteer Estimates |  |  |  |
|  |  |  |  |
| Approx. 7 weeks before event |  |  |  |
| Reminder of Closing date for event entries | RDO Sport​ |  |  |
|  |  |  |  |
| Approx. 6 weeks before event |  |  |  |
| *Entry Deadline* | *\*Note\** |  |  |
| Identify Equipment & Signage Needs |  |  |  |
| Venue Mapping -space allocation (Plan where spectators will go and where athletes will wait, change, go for staging and compete) |  |  |  |
| Undertake a risk assessment and review the venue site inspection or any venue / previous event information provided by SOI |  |  |  |
| Second Event management team meeting - progress check |  |  |  |
|  |  |  |  |
| Approx.5 weeks before event |  |  |  |
| Delegation Report sent to all clubs entered in event | RDO Sport |  |  |
| Volunteer Recruitment Process | RDO Volunteers |  |  |
|  |  |  |  |
| Approx. 4 weeks before event |  |  |  |
| Submission of missing info from event entries | Clubs |  |  |
| *Cut-off date for late entry appeals* | *\*Note\** |  |  |
| Complete Event Day Schedule and Plan:   * Transport / Parking * Medical * Catering * Logistics / Set Up / Take Down * Opening Ceremony * Guests for Awards |  |  |  |
| Divisioning and Scheduling on GMS |  |  |  |
| Event Management Team - Functional Area check ins on progress |  |  |  |
|  |  |  |  |
| Approx. 2 weeks before event |  |  |  |
| Complete VERP and review draft risk assessment |  |  |  |
| Promote the Event on socials etc. |  |  |  |
| Assigning of volunteer roles | RDO Volunteers |  |  |
| Event Manager & RDO Check in |  |  |  |
|  |  |  |  |
| Approx 1.5 weeks / 10 days before event |  |  |  |
| Submission of Improved Performance Scores | Clubs |  |  |
|  |  |  |  |
| Approx.1 week before event |  |  |  |
| Sports Schedule & Event Information distributed to all participating clubs | RDO Sport |  |  |
| Event Information distributed to all volunteers | RDO Volunteers |  |  |
|  |  |  |  |