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| **EVENT MANAGEMENT TEAM MEETING**  | ***Date / Time***  |

**Agenda Items**

*Below are common agenda items for event management team meetings*

|  |  |
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|  | **Introductions** |
|  |  |
|  | **Review notes & actions from previous meeting** |
|  |  |
|  | **Overview of event & what has happened to date** |
|  |  |
|  | **Pre-Event Action Plan*** Task Assignments & Due Dates
 |
|  |  |
|  | **Event Management Team Updates*** Event Manager
* Competition Manager
* Operations Manager
* Event Services Manager
* Safety Officer
* Medical Coordinator
 |
|  |  |
|  | **Event Day Plan*** Venue Set Up & Arrivals
* Head Coaches meeting
* Competition Schedule
* Volunteer Assignments & Briefings
* Opening Ceremony
* Staging
* Awards
* Closing Ceremony
* Departures & Venue Take Down
 |
|  |  |
|  | **Safety Documents** * Event Risk Assessment
* Emergency Procedures
* Incident Reporting
 |
|  |  |
|  | **Any Other Business** |

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| **VENUE TEAM BRIEFING**  | ***Date / Time***  |

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| **Introduction** | *Welcome.* *At this time please put your mobile phone on silent or vibrate mode.* *Please hold questions and comments until the end of the briefing.* *Only one conversation should be taking place at any one time – you need to consider that others are trying to listen.* *Thank you.* |
| **Team thought:**  |  |
| **Date:**  |  |
| **Weather:**  | *Cover type of weather (e.g. cloudy with 30% chance of rain) and temperature high/low). Highlight any impact that this might have on your event/activities.* |
| **To-day’s activity:** | Outline:*Opening time of the venue, expected arrival time of delegations, start and end times of sports competitions; Any other activities or events that are likely to happen should be highlighted; Expected attendance, peak periods.* |
| **Comments on previous day(s):** | *Focus on positives, feedback from other Functional Areas, Functional Area Headquarters, SOI, etc.* *Outline areas for improvement and/or challenges.* |
| **Major operational changes:** | *Indicate any changes that would impact on the majority of the Functional Areas.* |
| **Reminders:** | *Reiterate the basics* |
| **Q & A** | *Allow two minutes only – specific information about one particular Functional Area should be dealt with between the Core Team Manager and the Venue Manager after the Briefing.* |

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| **HEAD COACHES MEETING**  | ***Date / Time***  |

**Agenda Items**

*Items on the agenda should include but are not limited to the following:*

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|  | **Introduction of the Event Manager and Competition Manager** |
|  |  |
|  | **Coaches and athlete’s responsibilities** |
|  |  |
|  | **Staging** |
|  |  |
|  | **Rules and Honest Effort reminder** |
|  |  |
|  | **Disqualifications, Protest & Appeals procedures** |
|  |  |
|  | **Sports Information Desk** |
|  |  |
|  | **Divisioning Schedule if this applies** |
|  |  |
|  | **Venue Layout** |
|  |  |
|  | **Medical** |
|  |  |
|  | **Awards** |