

Suggested Time Schedule/Checklist - courtesy of Central TREC Group - items not in specific order					
Days before Event	Action		Days before Event	Action	
	Decide on venue and date		7	Send out competitor information	
	Request date from TREC GB Admin			Assemble clipboards	
	Complete booking and pay fee			Check clock batteries	
90	Appoint TD & Recruit team			Trailer to venue	
	Detailed discussion with venue owner			Charge Timing Equipment	
	Prepare schedule			Prepare record cards	
	Compile budget			Draw Master Maps	
	Set entry fees			Bridle numbers	
	Put on Club website			Print Plan of PTV course	
60	Source officials:			Print lists of PTV obstacles	
	<i>Vet - to be on call</i>			Check ride/walk POR	
	<i>Farrier</i>			Send Risk Assessments to TREC GB	
	<i>Judges/helpers</i>		1	Put out Signage	
	<i>First Aiders</i>			Set up Map Room	
	Book Catering:			Build PTV course	
	<i>Saturday meal</i>			Mark out MA Corridor	
	<i>Van(to supply competitors)</i>			Make up Checkpoint Packs*	
	<i>Judges lunches Saturday</i>			Identify & equip scoring position	
	<i>Judges lunches Sunday</i>				
	Book Toilets			* Remember envelopes for bearings	
	Order Rosettes			* string for tying up at Grid refs	
	Set POR routes				
	Set Bearings routes				
	Preliminary Risk Assessments				
	Contact landowners and police				
30	Check point and ticket placements				
	Prepare Dummy Start Times				
	Water point identification		Days after Event		
	Risk Assessments		1	Send results to TREC GB	
	Check POR routes			Report any accidents to TREC GB	
	Design PTV course			Post out rosettes not collected	
	Source prizes			Publish results on Club Website	
	Create checkpoint timing spreadsheet		7	Thanks to landowners and venue	
	Prepare Map of Venue			Thanks to judges	
	Write competitor information			Trailer collection	
	Order Draft Maps			Finances	
	Order wrist bands			Ensure accident forms have been submitted to TREC GB	
	Check first Aid kit complete, in date				
14	Close entries			Compile report on event & send to TREC GB	
	Print Scoresheets - POR,MA & PTV				
	Order competition maps				
	Start Times				
	Role Allocation				
	Inform caterer numbers for Sat night				