

## G2 – Guidance on event organisation tasks and time frames for Regional Sprints

Regatta organisation tasks	Who	Due / Status	Remarks
<b>9 months prior</b>			
Set date			Minimise clashes with other events, keep at least 2 weeks difference
inform other users of the venue and harbour			email include map of affected area
book venue at City Council; clarify any requirements <a href="http://www.pcc.govt.nz/A-Z-Services/Event-Management/Event-Venues-and-Facilities">http://www.pcc.govt.nz/A-Z-Services/Event-Management/Event-Venues-and-Facilities</a>			use council application form if applicable
Clarify traffic and road safety requirements with city council			Check with Councils
book harbour at Regional Council <a href="http://www.gw.govt.nz/assets/Our-Environment/Harbours/SpecialEventsFormWellington.pdf">http://www.gw.govt.nz/assets/Our-Environment/Harbours/SpecialEventsFormWellington.pdf</a>			use council application form if applicable
put notice on <a href="http://www.wakaama.co.nz">www.wakaama.co.nz</a> and <a href="http://www.hoetonga.co.nz">www.hoetonga.co.nz</a>			Email <a href="mailto:hoetonga@gmail.com">hoetonga@gmail.com</a> and <a href="mailto:admin@wakaama.co.nz">admin@wakaama.co.nz</a>
Funding application to assist with event costs			
Apply for Waka Ama NZ sanctioning, see <a href="http://www.wakaama.co.nz">www.wakaama.co.nz</a>			
<b>4 months prior</b>			
confirm organising committee			
Meeting of organising committee, allocate tasks			
confirm project mgmt plan (this task list) + budget + race information package + safety plan			Race fees should cover all event costs
<b>3 months prior</b>			
Prizes for place getters (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> places)			ribbons
Collect club trophies			Contact previous years' winners
contact NKOA to enable online registrations for the event via website			

Book DJ			
Order spare bungs (if required)			
Organise hall for prizegiving (in case of poor weather)			
organise set-up of race lane system			PCKC; support boat may need to check correct lane set up in the morning on race day
Book coffee cart			
organise weigh-in scale (W1 only)			
Organise photography for the day (see allocated budget)			
organise 1x generator (for finish line)			
organise support boat (1x for aligning, 1x for flag boat)			
organise finish line infrastructure (Police Caravan, Keep Porirua Beautiful caravan or Portacom.co.nz unit)			
Organise/book canoes (and tyres for storing canoes loading bay if needed)			
book portable toilets (2x) or ensure access to toilets			Will need to be on site before 8am
Organise rubbish bins for waste during event			
Organise tables and chairs for registration and finish			
organise portable PA system			
Organise digital camera to provide back-up evidence at finish line			
Organise 2x gazebos and large marquee	--		Hoe Tonga race resources
organise 2x computer and 2x printer for finish & time keeping and results	Joern		
<b>2 months prior</b>			
put race information package and registration information on <a href="http://www.wakaama.co.nz">www.wakaama.co.nz</a> and <a href="http://www.hoetonga.co.nz">www.hoetonga.co.nz</a>			
Manage bookings for fundraising activities and food catering			Avoid competing activities
Call for volunteers to fill positions			
check and test functionality of race manager software			
organise volunteers for official stations, confirm skill level of volunteers, compile volunteer roster			Consider first aid skill requirements

Organise pre-event meeting of all head officials (2-3 weeks prior), talk through racing process and train on VHF, chance to up-skill and work through questions, sent email invite at least 3 weeks prior, send text message reminder the day before.			
<b>2 weeks prior</b>			
remind local watersports and clubs of event			notice at venue, email via Harbour Users Forum
Notify local and regional media of event (may involve marketing leaflet) Northern Courier: <a href="mailto:mail@pcn.co.nz">mail@pcn.co.nz</a> Kapiti-Mana: <a href="mailto:editor@kmananews.co.nz">editor@kmananews.co.nz</a>			See NKOA sanctioning for advice re media response
Pre-draft short article or press release for media			
Post waiver form on website (ask clubs to fill in and bring on race day to speed things up)			
Pick-up and check HT race box and resources (completeness, workability)			contact <a href="mailto:hoetonga@gmail.com">hoetonga@gmail.com</a>
<b>1 week prior</b>			
prepare lane draw & distribute via website & email			
confirm relevant bookings of resources (caravan, support boat, lane set-up, etc.)			
confirm race day re weather on the day before			
Print copies for race day <ul style="list-style-type: none"> <li>- lane draw and race schedule (at least 6 copies: Master + Info + loading bay + aligner + flag boat + finish)</li> <li>- process sheets for officials: see sections 5.4 to 5.9 of this Manual)</li> <li>- info package, 1 copy for info table</li> <li>- race briefing notes: 1 copy for race director</li> <li>- WAIVER forms</li> <li>- Team summaries</li> </ul>			
Organise water for volunteers (1x500ml per half day and volunteers) ), bring to venue in the morning; pre-book food at local bakery (eg 1 sandwich + fruit/sweet per volunteer (someone will have to pick up during race day); purchase spare toilet paper			about 25 volunteers per day
<b>2 days after</b>			
Complete article for media, and advise media of results /			

provide link to photos			
Load results on <a href="http://www.hoetonga.co.nz">www.hoetonga.co.nz</a> and/or <a href="http://www.wakaama.co.nz">www.wakaama.co.nz</a>			
Compile invoices for clubs and send out			
Compile quota list for Nationals, and publish on web			
Enter regional teams and W1 for Nationals			
<b>2 weeks after</b>			
Request feedback about event organisation via survey			<a href="http://www.surveymonkey.com">www.surveymonkey.com</a>
Settle all bills relating to event			
Finalise financial report and report on outcomes for committee			
Thank you letter to volunteers / relevant organisations			