

# Event Manager Role

The following is a timeline of activity for the Event Manager. This job requires extensive experience as a rogaining competitor and experience across a variety of volunteer activities associated with rogaines.

## **Middle of each year – set the calendar for next year**

- Begin initial discussion with the volunteer coordinator and with potential event co-ordinators and course setters
- Liaise with ACTRA and OANSW to avoid clashes
- Check moon phases for events with a night time component
- Check public holidays, school holidays
- Circulate draft dates for discussion

## **At least 9 months before each event**

Is there a:

- co-ordinator?
- a potential event site?
- course setters?

## **About 4 months before each event**

- Is a hash house location finalised?
- Has permission from landholders been obtained?
- Is course setting well advanced?
- Is there a plan to produce a quality map?
- Are vetters available?
- Who is catering?
- Who is providing emergency services, especially for bush events?
- Has the Treasurer reviewed the event budget and have entry fees been set?
- Can some event pictures and text be provided for the website or for other forms of publicity?
- Make contact with relevant personnel for the Paddy Pallin event. Refer to our agreement with them as a starting point about what they will provide and what we need to do for them.

## **About 2 months out from each event**

- Ensure that the event budget is finalised, along with entry fees.
- Check that course setting and vetting is close to complete.
- Check that flags and Navlight are available.
- Check that arrangements for the event trailers are in place.

- Ensure that there is an event safety plan and that NSWRA's Safety Officer is aware of arrangements (especially for bush events). St. Johns Ambulance need at least 6 weeks' notice.
- Check that map production and printing is in place.
- Check that relevant equipment (e.g. portaloos, marquees) has been arranged.
- Check if more volunteers are needed and liaise with the Volunteer Coordinator as required.

#### **About 1 month out from each event**

- Follow up any unresolved issues from the above.
- If cheque payments are needed at the event will the chequebook and the approved signatories be there?
- Are there trophies? Reminder to previous trophy winners

#### **Other tasks**

- Make use of the information in the "Resources" section of the website. If anything can be improved/added/updated, let the webmaster know.
- Communicate frequently with the committee, to enlist their help whenever needed.
- Make life easy for event co-ordinators by pointing them in the direction of useful contacts, links, and resource templates wherever possible.