

Event Checklist

Timeline Checklist for Running a Campdraft

	Time Period	Action	Notes
	12 months	Set a date for your Campdraft & notify the ACA office.	
	12 months	ACA Affiliation	Committee Affiliation form available on ACA website
	12 months	Public Liability Insurance	If not utilising ACA Insurance send copy of Certificate of Currency of chosen Insurer to ACA office
	12 months	Book the venue	
	3 months	Contact possible sponsors	
	3 months	Contact possible cattle donors	
	3 months	Set program and forward to ACA office for approval.	Check for rule changes, refer to "Program Checklist for Secretaries"
	3 months	Organise judges and book accommodation	

Event Checklist

Timeline Checklist for Running a Campdraft

Time Period	Action	Notes
2 months	Organise - people to muster - backyard men etc.	
2 months	Book announcer	
2 months	Organise - Apply for liquor license - Bar staff/attendants	
2 months	Book Medical Service Provider	You must notify ACA of chosen Medical Service Provider. Refer to "Provision of First Aid, Ambulance and Medical Services Australian Campdraft Association Inc. Events" on the ACA website
2 months	Order ribbons and trophies	
1 month	Organise - timekeepers - scorers - other volunteers	
6 weeks	Initial check of facilities - Watering points - Electricity - Fencing and yards	
6 weeks	Organise caterers	
6 weeks	Advertise program	Has it been approved by ACA?

Event Checklist

Timeline Checklist for Running a Campdraft

	Time Period	Action	Notes
	4 weeks	Organise fodder for cattle if required	
	4 weeks	Organise water truck if required	
	4 weeks	Organise judge's horse if necessary	
	4 weeks	Organise a P.A. System if necessary	
	4 weeks	Organise - Score board - Stop watch, etc.	
	2 weeks	Organise a person to host sponsors	
	2 weeks	Organise NLIS Requirements (scanner, etc.)	
	1 weeks	Submit competitors and judges list to the ACA Office	
	1 week	Check facilities again - put up shade cloth or hessian if required.	
	Last week	Do the competitor's draw	

Event Checklist

Timeline Checklist for Running a Campdraft
