

Event Checklist

Contacts and Jobs Checklist for Running a Campdraft

Campdraft Requirements for event

	Job Description	Who has been allocated this job	Ph.
	Judge – Maiden can be Trial/Open		
	Judge – Novice can be Trial/Open		
	Judge – Open/Restricted Open must be open		
	Judge – Ladies can be Trial/Open		
	Judge - Juvenile can be Trial/Open – Junior to be Open where possible		
	Judge's accommodation		
	Judge's horse		
	Judge's scorer - Score sheets - Score boards		
	Announcer		
	Draws - advertising on board and around grounds		
	Check all timing devices		

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	Job Description	Who has been allocated this job	Ph.
	Loosen Cut Out Yard & Main Arena		
	Yard Sticks & Crow Bar		
	PVC Pegs & Bushes		
	Cattle Donor Presentation		
	Cattle Movement		

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Campdraft Grounds

	Job Description	Who has been allocated this job	Ph.
	Electricity - leads and adaptors where necessary		
	Rubbish Bins – supplied and emptied during event		
	Toilets – cleaned and stocked during event		
	Water supply		
	Mowing/Slashing of grounds		
	Clean water troughs		
	Water truck - Arrange for on/during event		
	Chairs and tables – ensure adequate seating		
	Bunting		
	Hessian in Main Arena & Cut-Out		
	Communication Equipment (e.g. 2 way radios)		

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Secretary's Office

Job Description	Who has been allocated this job	Ph.
Nominations – all payments received and banked		
Money - float and change		
Music		
Internet access		
Computer/laptop and printer		
Stationery - paper/pens/calculator etc.		
Result Sheets		
Membership Forms		
Score Sheets – Computer/Manual		

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Template to count money tins

	Money Tin 1	Money Tin 2	Money Tin 3	Money Tin 4	Money Tin 5	Total
\$50						
\$20						
\$10						
\$ 5						
\$ 2						
\$ 1						
50c						
20c						
10c						
5c						

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Entertainment

Job Description		Who has been allocated this job	Ph.
	Venue or location - check power supply and leads - under cover/ in open		
	Book entertainment - DJ/Band		
	Tables and chairs or seating		
	Raffles - tickets and prizes		
	Money - float and change		
	Volunteers on hand to help		

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Catering and Bar

Job Description	Who has been allocated this job	Ph.
Liquor License		
Hot water available to kitchen		
Refrigerators/Cool Room - arrange collection and return		
BBQ - gas bottles full and functioning		
Appliances (e.g. urn/bain marie) - collect and return		
Menu - signage for prices		
Food - order and collect		
Drinks including alcohol/tea/coffee - order and collect		
Cutlery - order and collect		
Tables and chairs - fence off 'alcohol only' area		
Ice - arrange and collect		
Money - float and change		
Volunteers to serve - canteen - BBQ - bar		

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Volunteer List

	Name:	Ph.:
Job to do:		Time Start: Time Finish:

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Job to do:		Time Start: Time Finish:

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Cattle Information

Cattle Donor:	Ph.:
Type:	
From:	Time:
To:	Time:
Cartage of cattle:	

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Type:	
From:	Time:
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