



Australian Campdraft Association Inc.

ABN: 33 767 694 241

PO Box 472
ROMA QLD 4455
P 4622 3110
F 4622 8119
aca@campdraft.com.au

Committee Event Checklist

Contacts and Jobs Checklist for Running a Campdraft

Campdraft Requirements for Event - where necessary refer to the ACA Rule Book:

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 – Counting Monies:

	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 & 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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Cattle Information:

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

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