



## DVOA Event Director's Checklist

Here's a quick event director's checklist. Make sure you also read the complete Event Director's Guide (available online), too.

- Start/finish/registration forms (regular and quick reg.) & clipboards
- Adequate supply of pink punch cards (or blue cards for e-punch)
- Maps and adequate supply of map bags
- Clue sheets for maps and extra loose clue sheets (to post at registration and for people with arm carriers)
- Cash box with money to make change, know how much is already in there
- Map drawing templates, blank maps, and purple/red pens if you might run out and have to draw maps
- String to hang results
- Staplers and staples
- Pens that work
- Watches or clocks synchronized for timing
- Scissors
- Tables and chairs as needed for start/finish/registration
- Tarps or tents if there might be bad weather and shelter is not available for workers
- Water and cups for on course (if that is MD responsibility and not course setter's)
- Water, cups, and snacks for at finish
- O-signs to hang for direction to parking
- Any club banners/signs/flags to display
- Streamer tape
- Epunch equipment, rental punches, and controls if you are the one bringing them
- Make sure a pin punch is with each control
- Stands or sawhorses for clear/check/start/finish if epunching
- Trash bags