

## Event Coordinator's Checklist

\*Note: Not all items are needed for each event. Items vary according to Start Point location. This list is **not all inclusive**. Clubs may find the need for additional items.\*

### Info and New Walker Tables (may be combined on one table)

	Tables to hold event flyers from area Clubs
	Tables for New Walker information
	Table for General Information

### Required Refreshments

	Water Coolers (4) – Filled
	Tables or stands for Water Coolers
	Ice
	Paper Cups
	Dog Dishes

### Optional Refreshments

	Hot dogs/Brats/Hamburgers
	Buns and condiments
	Cake/Cookies/Banana Bread/Fruit/Etc.
	Hot Chocolate/Spiced Cider/Coffee/Tea/Sugar/ Creamer
	Soft Drinks

### Start/Finish Area or Canopy

	Frame
	Top
	Walls
	Stakes
	Sandbags
	Rope

### Start Tables/Finish Tables

	Tables (Minimum 2)
	Chairs (4 or more)
	Pre-registered Start Cards
	Start Cards
	Cash Boxes
	Cash (To make change)
	AVA Event Stamp(s)
	Stamp Pads
	Stamp Pad Ink
	Club Stamp (If available)
	IVV Record Books
	New Walker Packets
	Waiver Logs (Unless waiver on Start Cards)
	Clip Boards
	Pens and Scratch Pads
	First Aid Kit
	Event Awards
	"B" Awards
	Club Patches
	Display Board for Prior Awards
	Use Permit (If Applicable)
	After Action Report
	Incident Report Forms/Maps (Area & Trails)

### Miscellaneous

	Table to hold refreshments		String/Nylon Cord
	Styrofoam Cups		Stapler and Staples
	Plastic Dinnerware		Extra Paper
	Paper Napkins		Marking Pens
	Container for heating water		Plastic Sheet Protectors
	Heat Source (Camp Stove)		Saw
	Thermos for Hot Water		Hatchet
	Wooden Stakes 1" x 4" x 4"		Duct Tape
	Hammer		Trash Bags
	Sledge Hammer		Paper Towels
	Facial Tissue		Scissors
	Toilet Tissue		AVA Policy Manual