

Alnmouth Community Rowing

Event Co-ordinator Checklist

This checklist is intended to help co-ordinators cover all the necessary preparation for rowing events – an “aide memoir” more than anything else.

General planning	
Check weather forecasts	
Identify the cox or coxes for the session	
Propose rowing plan (route, distance, crew changes, objective e.g. pub!)	
Consult Support Group members as necessary	
Draft email to members / new people as appropriate <ul style="list-style-type: none">- event- timing- meeting points / travel- crew opportunities- weather forecast (just a few words)- provide reply email details	
Collate responses and inform those attending of any additional details (e.g. which crew starts from where)	
If there is any doubt about the conditions or other factors, re-check with a member of the Support Group	
Make sure that there will be a key holder attending to open/lock the LBH	
Make sure that there is a charged radio available for the session	
Get to the LBH in good time	
Ensure that Cox writes up the log	
Make sure that the boat is put away properly and the LBH locked	
Specifics for events away from Alnmouth Bay	
Check that the event does not clash with another pre-planned event	
Identify and agree the tow car/driver	
Check that the committee has agreed that ACR will support the event (and how any costs are to be managed)	
Liaise with contacts at host location as needed	