



Club Tread

Event Coordinator's Checklist

(Revised October 2003)

- Introduce yourself and briefly describe the event.
- Have everyone sign the waiver form and make sure non-members read it.
- Make any other remarks that you wish to make:

- Get participants to introduce themselves.
- Organize car pools and count the number of cars and participants.
- Instruct participants how to get to the trailhead (provide a map if needed).
- Appoint someone to lead the event if you do not want to lead.
- Appoint a "sweep".
- Emphasize the importance of keeping together during the event.
- Stop at suitable intervals during the event, e.g. junctions in the trail, rest stops.
- Count the number of participants during the event.
- Check with participants *and especially newcomers* as to how they are doing.
- Don't put participants in uncomfortable situations.
- Encourage participants to schedule their own events.
- At the end of the event, make sure that you account for everyone.
- MAIL THE WAIVER FORM TO THE OUTDOOR EVENT COORDINATOR.