

PRE-PRINTING CHECKLISTS

Organising an orienteering event is a rewarding, but complex and time-consuming task. The Organisers' Toolkit on the OT website has many documents to help you with this task. The subjects covered are:

- Overall event organisation
- Obtaining permission
- Rules of orienteering
- Types of events
- Setting courses
- Using Condes
- Safety and Risk Management
- Communication with entrants

If you are new to event organising, please have look at all these documents.

There's so much information (by necessity) that it can be hard to take it all in, and remember it.

When you have set your courses in Condes, it may be helpful to use the following checklists prior to map printing. If you don't understand anything below, please look in the other documents on the Organisers' Toolkit, or ask someone.

COURSE PLANNING AND CONTROLLING

- Climb less than 4% (calculated as climb/distance for optimum route choice)
- Avoid dog legs
- Minimise dead running
- No bingo controls
- Different first control for each course (especially OST and Championship events)
- Avoid controls near the map edge
- Check the required distance between controls
 - Bush events: 30m if different feature, 60m if similar features
 - Sprint events: minimum running distance 25m, minimum straight-line distance 15m
- Make sure controls 6 and 9 cannot be confused for any course

PREPARE FOR PRINTING

See the 'CONDES Tips' document on the Organisers' Toolkit for instructions on how to do these things.

- Title e.g. OST 12 or Twilight #6
- Event type e.g. Middle Distance
- Scale - this can be done in the text option
- Contour interval - this can be done in the text option
- Don't obscure the arrow heads of North lines
- EMERGENCY CONTACT phone number - **mandatory**
- Course Closure Time & Safety Bearing - **mandatory**
- Control descriptions (area of blank map if possible) – **mandatory** but can be reduced in size so as not to obscure map details
- Check that lines and circles are broken to show the detail underneath
- Check that control numbers are not obscuring detail
- Position numbers carefully so they are readable
- List of courses and relevant canvas for person printing
- List of entries per course and map numbers needed for person printing
- Correct canvas size for the course
- Print area set for each course