This checklist is designed to ensure CBF events are run in a standard way and to a consistent quality.

#	TIMING	ACTIVITY	RESPONSIBILITY	COMMENTS
1	- 16 weeks	Confirm event date and title	CBF board	Done
2	- 15 weeks	Appoint Event Controller (ideally a CBF board member)	CBF board	Ian to ask
3	- 14 weeks	Appoint Event Organiser and Event Director	Event Controller	Done
4	- 12 weeks	Finalise Conditions of Contest and issue to Ian	Event Controller	
5	- 12 weeks	Select Event venue, negotiate and confirm including accommodation where applicable	Judith	
6	- 12 weeks	Confirm primary contact at event venue	Judith	
7	- 10 weeks	Confirm details of Conditions of Contest, resolve any issues with the Event Controller	Ian	
8	- 8 weeks	Market event to CBF members including accommodation options and advise: - Players must be CBF members - Players must complete Convention cards in order to play	CBF Secretary	
9	- 6 weeks	Confirm Event Appeals Committee	Ian	
10	- 4 weeks	Entries open, advise all members	Judith	
11	- 3 weeks	Order prizes	Ian	
12	- 2 weeks	Test software and associated hardware	Ian	
13	- 2 weeks	Approve how interim results and assignments will be displayed	Event Controller	
14	- 2 weeks	Ensure a technical solution is in place to provide interim results and assignments	Ian	
15	- 2 weeks	Confirm venue requirements	Judith and Ian	
16	- 2 weeks	Confirm staffing requirements	Judith	
17	- 2 weeks	Recruit organisational staff required to include: - Room set-up - Welcome / reception desk - Photographer for event and prizegiving	Judith	
18	- 2 weeks	Arrange duplication of boards	Ian	

19	- 1 week	Entries close	Judith	
20	- 1 week	List of entrants published and sent to all entrants, the Ian and the CBF Secretary	Judith	
21	- 1 week	Identify who will award prizes and recruit those individuals	Event Controller	
22	- 1 week	Finalise movement details and required table layout	Ian	
23	- 1 week	Finalise details with venue for: - Parking - Signage (including wording) - Room and layout - Tables and side tables - Adequate lighting - Audio/visual equipment as required visible to all tables in play (discuss with Ian) - Refreshments and timings - Lunch if provided (preferably a separate area in the restaurant) - Water throughout the event - Reception table - Scorer's table - Trophies table	Judith	
24	- 1 week	Confirm availability of: - Table numbers and table clothes - Section signs - North signs - Score cards - Bidding boxes - Printer and paper supplies	Ian	
25	- 1 week	Confirm availability of: - Scoring computer - Bridgemates and server	Ian	

		- Bridge timer		
26	- 1 week	Prepare introduction to be delivered at the start of the event to include: - Welcome - Thankyou's - Safety and fire exits - Toilets - Refreshments - Timings for the day - Rules: o No phones o No alcohol o No food at the table	Judith	
27	- 1 week	Prepare technical introduction to be delivered at the start of the event: - Format - Timings per round - Round clocks - Posting of interim results - Ensuring each player is at the correct table with the correct opponents and the correct boards - Leaving the room - Conduct (Law 74) - Appeals	Ian	
28	- 1 week	Prepare closing speech to be delivered at the prize giving: - Thank you to the Judith, Ian and all other people involved in delivery - Welcome to x,y and z who will award the prizes - Prize giving - Thank you to all Competitors	Event Controller	

29	- 1 week	Confirm all arrangements thus far are complete	Event Controller	
30	2 days prior	Confirm duplicated boards ready	Ian	
31	1 day prior	Print hand records and retain securely	Ian	
32	On the day	Set up venue and ensure all agreed equipment is in place	Judith	
33	On the day	Run the event: - Welcome - Technical introduction - Event sessions - Lunch - Event sessions - Prize giving and closing remarks	Event Controller Judith and Ian	
34	After the event	Post results and forward to CBF President and CBF Secretary	Ian	
35	Evening of event	Post event dinner for officials and invited guests	Event Controller	
36	+ 1 week	Forward event synopsis to the CBF Board covering: - What went well / what went less well - Improvement opportunities - Actions required if any - Budget and Actuals	Event Controller	

NOTE: If you identify any errors or omissions, please advise the CBF Secretary