

## **Planning a Series Evening Event.**

Here are some notes for planners of a Series Evening Event, to accompany the Organising a Level D Event Document.

Series Evening Events will normally be a technical long & short course plus a yellow course, to be discussed with the Series Coordinator. When advising long & short course, length is dependent on the terrain

A 60 minute score event is an alternative choice, to be discussed with the Series Coordinator.

Yellow course must be added for novices provided terrain is suitable

Normally, starts will be between 1730 and 1830, with all competitors returning to download by 1930, at the latest. Competitors should not start within 30secs of anyone else. Registration will normally open at 1700.

The planner is responsible for deciding how many maps to print and organising that job with the map printer.

The planner is responsible for deciding on the locations of the start and the finish and planning the rest of the course. The technical difficulty of the course is td5 throughout. If possible, the physical difficulty of the shorter course should allow for the fact that older runners will be taking part, so really steep descents and fallen trees should be avoided.

### ***Required by Fixtures & SI manager:***

The planner is responsible for producing the xml file for his courses and sending that file to the SI Manager, to arrive at least a week before the event. The SI Manager can advise how to produce this file. The planner is also responsible for sending to the SI Manager the information to be uploaded to the website, including parking location and any directions. A template is available from the SI Manager. For Routegadget, the planner also needs to send to the SI Manager a copy of the OCAD base map, plus an 'all controls' map. Again, the SI Manager can advise on the production of these files. For each set of these events the SI Manager will advise about which range of control numbers to use.

### ***Required by Website Manager:***

The website manager will send a website proforma, which should be filled in with all the event details and returned, eg course details, terrain, parking.