

## **Timeline - Birchen Edge EMC 29/11/15**

### **26/11/15**

Prepare Helper's vouchers  
Collect additional 6 straw bales for Start stile  
Final email to Team Leaders drawing attention to fire safety and expenses claims  
Check equipment list  
Call farmer as will need to drop off straw bales on Friday

### **27/11/15**

Drop off straw bales – 2 trips needed as 9 bales (2<sup>nd</sup> trip = 3 bales & matting, + tables?)  
Collect equipment from shed on way back:  
stakes, tables, temp stile and rope – these all needed for Saturday

Laminate Start notices, Fire safety instructions, Contacts list

### **28/11/15**

Meet farmer 10am bottom gate

With Mike, Liz, Lester & Val:

- Marquee
- Rubber matting
- Stile on Clodhall Lane (on way home)

Discuss with Lester parking layout, Helpers cars along southern wall?

Collect remainder of equipment

### **29/11/15 Event Day!**

Arrive 7:30am in time to meet the Traders and toilets.

Signage in Assembly

Dave Chaffey to put out road signs and man gate 8-9:15am

Dave will also put "Runners in Road" signs out before manning Clodhall Lane crossing. Helen Chiswell will do 2<sup>nd</sup> shift from 12 noon and bring the signs in.

9am Handover to Start team

9:30 Handover to Finish Team

2pm Stand down the Jury

Reimburse Traders - Treasurer

Cheques to Peak Medicare, Kniftons – Treasurer

Cash to farmer

Remove road signs

Consider standing down person on gate duty – Dave Bennett from 3:30pm

### **Week after event**

Bring back equipment

Post Lost Property on website

Own expenses and prompt helpers and officials to claim