



# THE CANADIAN COWBOY CHALLENGE

## SECTION THREE - ORGANIZING YOUR CHALLENGE

- Challenge Checklist
- Venue Checklist



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## Challenge Checklist

Done	Prior to the Challenge	Item	Notes
	6 wks +	Choose potential dates	
	6 wks +	Choose a venue	
	6 wks +	Choose a judge	
	6 wks +	Solicit sponsorship	
	After confirmation	Promote the event – Facebook	
	-	- Website	
	-	- Twitter	
	-	- Local media	
	6 wks + & ongoing	Line up volunteers	
	After confirmation	Print posters	
		Prepare contingency plans for inclement weather	
	2 wks prior	Design course	
	Min 1 wk prior	Print course layout and submit to judges for approval	
		Reconfirm volunteers and assign responsibilities	
		Line up equipment for announcer	
		Line up office equipment	
		CCC contact list	
		Rider list	
		Course layout sheets	
		Judging sheets	
		Competitor lists	
		Competitor waivers	
		Table	
		Computer (if using)	
		Power (if using)	
		Music (if providing)	
		Order of Go	
		Extra writing paper	
		Clipboards for Judges and Scribes	
		Tape, tacks	
		Nametags (if providing)	
		Confirm venue requirements and rules	
		Confirm concession (if providing)	
		Line up other equipment	
		Arrange to pick up or have delivered class payouts	



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	Morning of		
	2 hrs prior to start	Volunteer check-in and orientation	
		Office set up	
		Registration area posted and active	
		Obstacle set up	
	1 hr prior to start	Judges meeting	

## VENUE CHECKLIST

When choosing a venue the following considerations are helpful in making your event a success. This form must accompany the Challenge registration form.

		Included
Required:	Adequate parking for guests and competitors	
	An office area that can be sheltered from the elements if required	
	Safe spectator viewing area	
	Separate competitor viewing area	
	Washroom facilities	
	Warm up area for competitors	
	Map with directions to venue	
Suggested:	Power for computer	
	PA system	
	Music to accompany rides	
	Stalls for competitor use	
	Overnight parking	