Track Meet Planning Checklist & Timeline

✔ 6+ Months Before event:

- ☐ Form a committee (if necessary) and assign tasks based on rest of the checklist
- ☐ Begin website and social media prep
- ☐ Budget/Conduct feasibility study & gather quotes
    - What is our budget?
    - How much do we need to charge participants to make this work?
    - How much sponsorship do we need?
    - Are we going to host concessions or have a food truck?
- ☐ Have at least one director complete SafeSport training
- ☐ Secure certified officials (need at least a Lead Official, Starter, and Starter Assistant)

✔ 3-6 months before event:

- ☐ Secure Facility; establish date, time of meet(s)
    - Insurance
    - Sanction Event
    - Establish order of events
    - Emergency action plan
- ☐ Publish dates on social media, website, etc.
- ☐ Ensure you have or can obtain all necessary equipment (high jump mats, throwing implements, rakes, shovels, blocks, etc.)
- ☐ Secure timer/timing company (or materials to hand-time)
- ☐ Sponsorship/Donation solicitation (if applicable)

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- ☐ Community outreach/promotion (social media, emails, signs)
- ☐ Confirm parking & team camp area options / needs
- ☐ Gather quotes from t-shirt vendors & design meet logo
- ☐ Gather quotes for medal/plaque/trophy/ribbon vendors & create design

✔ 3 Months Before event:

- ☐ Open Registration
    - Have someone assigned as registrar to answer questions
- ☐ Begin volunteer/staff recruitment
    - Need at least 3 people per field event
    - Clerking (someone experienced would be best)
    - Registration/Check-In
    - Concessions/Food sales, t-shirt sales, etc.
    - PA Announcer (someone experienced would be best)
    - Photographer
    - Parking
    - Hurdles crew (10+ people - also ask athletes/coaches to help)
- ☐ Confirm restrooms at facility or start rental process for porta-potties
    - Don't underestimate the amount of toilets needed
    - Plan delivery for the day before the event
- ☐ Order race bibs (if using)
- ☐ Order hip numbers
- ☐ Order t-shirts according to registration + extras
- ☐ Order medals/plaques/trophy/ribbons

✔ 1 Month Before event:

- ☐ Hold staff/volunteer training
    - Assign very specific tasks (Person A is in charge of check-in at the long jump / Person B will set out & pick up cones for cut in line during race)
    - Ensure volunteers/staff are comfortable in their positions
    - Establish communication plan (recommend walkie talkies)
    - Secure high visibility gear for clerk (or request that they wear a bright shirt/hat to be easily recognized)

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- ☐ Facility walk through
    - Make sure you know where to get electricity, water, ice, AED, emergency access, lights, public address system, internet, access to restrooms etc.
- ☐ Connect with facility manager to know who to contact in case of a need on meet-day and get phone number
- ☐ Determine who is in charge of seeding heats
- ☐ Make a plan for clean-up (lean on the team, volunteers, coaches, parents etc.)
- ☐ Determine who will hand out awards
- ☐ Create meet program (if providing - will need to update with heat sheets later on and remember to print out before day of event)
- ☐ Create script document of announcements for PA Announcer (including sponsor/volunteer shoutouts, 1st/2nd/3rd call for events, call out for help to set up / take down hurdles)
- ☐ Determine food logistics for team/officials/volunteers if providing
    - How much do you need?
    - Where are you ordering from?
    - Delivery or pickup? Time?

✔ Day of Event:

- ☐ All track/field equipment
- ☐ Tents (for shade)
- ☐ Tables (for registration, clerking, water, t-shirts, awards)
- ☐ Ice
- ☐ Water/Drinks/Food
- ☐ Clipboards/tablets/computers, etc.
- ☐ Sponsor signage
- ☐ Other signage (parking, check-in, clerking, t-shirts, team camp area)
- ☐ Safety fencing in throwing areas especially
- ☐ Bibs, safety pins
- ☐ Hip numbers

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- ☐ Walkie talkies
- ☐ Batons
- ☐ PA Announcer
- ☐ Photographer (even if it's just someone snapping pictures on their phone)
- ☐ Make sure restrooms are available
- ☐ Payment processing
    - if taking cash, make sure you have change; if cards, make sure you have internet
- ☐ Hold a “Coaches Meeting” before the meet starts to introduce certified officials and to communicate any last-minute notes to coaches

✔ Post-Meet:

- ☐ Publish results
- ☐ Volunteer appreciation (thank you email/cards/gifts)
- ☐ Thank participants
    - Email out survey asking for feedback
- ☐ Social media posts

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