

## Meet Director Timeline

- 1) 8-10 weeks before meet: Talk with Tom about meet information, has the meet information been submitted? Deadline is 60 days in advance.
- 2) 4-5 weeks before meet
  - a) Setup online signups – Ask Shannon for access and you will input. MDs supply positions, number of slots per session, and arrival times.
    - Announcer – 15 minutes before warmup
    - Clerk of Course – 30 minutes before warmup
    - Computers – 30 minutes before meet
    - Head Timer – 30 minutes before meet
    - Hospitality – 1 hour before warmup
    - Safety Marshal – 15 minutes before warmup
    - Awards – start of meet
    - Volunteer Check in/Psyche Sheet Sales – 15 minutes before warmup
    - Runner – 30 minutes before meet
    - Timer – 30 minutes before meet
  - b) Contact meet coordinators
    - Control Room/Admin – Paul Putchinski
    - Hospitality – Tom Applegate
    - Awards – Shannon Putchinski
    - Clerk of Course – Shannon Putchinski
    - Safety – Tom Applegate
  - c) Contact meet referee
  - d) Email to team letting them know signups are posted and that you are the meet director
- 3) 2-3 weeks before meet
  - a) Check with Cathy about money for clerk of course and program sales.
  - b) If using paper heat sheets, create Heat sheet cover
  - c) Check supplies in control room with your setup list.
  - d) Verify that meet coordinators are working on having personnel in place for meet.
  - e) Announcer script
- 4) Week before meet
  - a) Heat sheets or meet mobile or both?
- 5) Day before meet
  - a) Get Positive check-in sheets from Tom
  - b) Print announcer script
  - c) Setup – print checklist to have during setup.
- 6) During meet
  - a) Monitor areas and help out as needed
  - b) Thank your volunteers
  - c) Fill out injury forms as needed.
- 7) After meet
  - a) Takedown
  - b) Write down suggestions for next meet – what went well and what didn't
  - c) Financials – done by Tom
  - d) Final Results - File