



## CHAMPIONSHIP EVENT CHECKLIST

*To be completed with a bid to host an ORC Championship*

### CHAMPIONSHIP

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Event name \_\_\_\_\_

Class \_\_\_\_\_

Venue \_\_\_\_\_

Dates \_\_\_\_\_

Organizing Club \_\_\_\_\_

Overall Authority \_\_\_\_\_

Overall Authority WS MNA \_\_\_\_\_

Primary & Secondary Sponsors \_\_\_\_\_

Expected number of boats \_\_\_\_\_

Expected countries \_\_\_\_\_

### KEY PERSONS

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Event director \_\_\_\_\_

Organizing chairman \_\_\_\_\_

Local press officer \_\_\_\_\_

*Note: A list of all committee members (race committee, scorer, international jury, technical committee) shall be submitted and approved by the ORC at least six months before the event. Please list any relevant credentials, such as IRO, IJ, etc.*

**FACILITIES ASHORE**

*Please specify what can be provided in areas, numbers or any description needed:*

Number of moorings and/or slips \_\_\_\_\_

Distance from event headquarters \_\_\_\_\_

Registration office & staff \_\_\_\_\_

Race committee office \_\_\_\_\_

International jury office \_\_\_\_\_

Technical committee office \_\_\_\_\_

Measurement space \_\_\_\_\_

Press office/Media centre \_\_\_\_\_

WS Categorization office \_\_\_\_\_

Notice board, Web updates \_\_\_\_\_

Vehicle parking \_\_\_\_\_

Storage & Trailer parking \_\_\_\_\_

Hauling, launching and repairs \_\_\_\_\_

Chandlery/suppliers \_\_\_\_\_

Sail repair services \_\_\_\_\_

Meteo service \_\_\_\_\_

Restaurant or catering facilities \_\_\_\_\_

Stage area for awards \_\_\_\_\_

Space for sponsors & other vendors \_\_\_\_\_

Other comments \_\_\_\_\_

\_\_\_\_\_

## **FACILITIES AFLOAT**

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*Please specify what can be provided in types, numbers or any description needed:*

Race committee signal boat \_\_\_\_\_  
Pin-end mark boat \_\_\_\_\_  
Other mark-set boats \_\_\_\_\_  
Jury boat(s) \_\_\_\_\_  
Technical committee's boat(s) \_\_\_\_\_  
Media boat(s) \_\_\_\_\_  
Marks \_\_\_\_\_

## **EVENT PROMOTION AND MEDIA**

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*Please specify what and how these can be provided:*

Promotion & marketing plan \_\_\_\_\_  
Media plan: pre-event, during and  
post-event, media relations \_\_\_\_\_  
Photographer & Videographer \_\_\_\_\_  
Social networks \_\_\_\_\_  
Event newsletter \_\_\_\_\_  
Press releases \_\_\_\_\_

## **IT FACILITIES**

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*Please specify what and how these can be provided:*

Broadband internet for officials \_\_\_\_\_  
Broadband wi-fi internet for crews \_\_\_\_\_  
Event website – structure, updates,  
links, news, info, etc \_\_\_\_\_  
Tracking system \_\_\_\_\_  
Event website management plan \_\_\_\_\_

## **LOGISTICS**

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*Please specify what can be provided in costs, numbers or any other description needed:*

Accommodation for officials	-----
Accommodation for entered teams	-----
Catering and meal options	-----
Nearest airports & transport options to airports	-----
Transport form the airport	-----
Social events	-----
Event merchandise	-----
Boats for charter	-----

## **COURSES**

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*Map with course areas both inshore and offshore with depth, distance from marina, available course length, prevailing wind conditions.*