**Print Distribution**

Print distribution is set up for quick and efficient distribution of results on the venue.

**Print Room**

The print room is an area for hard copy results production and distribution. It is a location of high intensity work involving staff preparing results for distribution.

Within the print room there should be;

* areas for results printing, copying,
* compilation/organisation of reports,
* runners seating area and if applicable
* position for the Print Distribution Workstation equipment and operator if printing remotely from the Results Compilation area

The Print Distribution area must be located in the Timing and Scoring area close to where the results are produced.

The Print Distribution area must be able to be secured and have a fully redundant power supply (mains & generator) to all equipment in the room; Uninterrupted Power Supply (UPS) must be provided for the PRD workstation. Increased power specifications (Amps) may be required to support high speed copy devices. It is recommended that air-conditioning should be installed in the Print Distribution area to maintain a suitable working environment for the hardware and photocopiers.

The Print Distribution area must be a minimum of 24 square meters and may incorporate other office functions whilst still allowing for the required equipment and operational staff as well as space for sufficient paper to support print/copy operations. Usually the print runners would wait in this area.

Consultation should occur with each stakeholder as to how many copies they require of each report. This should be reviewed during the competition to minimise waste whilst providing the required information.

Areas of distribution include;

* Official notice board
* Team trays
* Chief Judge and Technical Delegate
* Start and Finish Judges (start lists only)
* Start and Finish Timekeepers (start lists only)
* Gate Judges (start lists only)
* PDA operators (start lists only)
* Athlete and public noticeboards
* Sports Presentation
* Media Centre,
* Media Tribunes,
* ICF Office and Jury
* Sport Information Desk,
* Doping Control
* VIP area
* Ceremonies
* Rankings calculations

The distribution routes should be planned taking account of the above requirements.

A pathway offering easy access from the print room to the rest of the venue needs to be available for the print distribution runners. This pathway would be a high use route.

**Print schedule**

A print schedule should be developed that clearly shows the;

* Required numbers for each delivery of each report output
* Priority of the delivery
* Anticipated time of the report outputs

**Originals**

After signing by the Chief Judge the originals are copied with the original being filed in the print room so that it can be readily accessed should this be required.

**Print Distribution Runners**

There must be a pool of runners for the print distribution. Usually up to ten (10) people are required.

There must be at least one, preferably two runners allocated to the Official Results noticeboard and team trays depending on their location.

The runners need a suitable waiting area and access to an appropriate supply of drinking water and food.