**Event management time lines**

**12 Months prior;**

* Host Organising Committee (HOC) established and meeting regularly.
* Canoe Slalom Committee Chair and the designated Technical Delegate to be informed of HOC structure and key members
* Draft Competition Schedule sent to the Canoe Slalom Committee Chair and the designated Technical Delegate
* Draft Training schedule sent to the Canoe Slalom Committee Chair
* Technical Organiser appointed
* Judges, Officials and Volunteer training calendar developed
* Final Venue Use Agreement in place
* Financing and sponsorship secured
* Negotiations commenced with Local, National and International media for event exposure
* Volunteer Recruitment commenced

**6 Months prior;**

* Results Hardware and Software in place with full training program developed for use.
* Volunteer Recruitment continuing
* International Technical Officials appointed by ICF
* Local Technical Officials selected by HOC
* Orders placed and/or construction commenced for all equipment required for the event including; Equipment Control measuring equipment, Gate Judges paddles, Race and training Bibs, Start and Finish Banners, merchandise, rescue equipment, competition gates and wires, communications equipment, scaffolding, tents, office equipment and all remaining FF&E
* Formal invitations sent to all Federations,
* Report to the Canoe Slalom Committee Chair and the designated Technical Delegate regarding the status of preparations for the event.
* Event Budget developed and in place
* ICF development program planning finalised

**3 Months prior;**

* All local Technical Official and Volunteer positions filled.
* Venue layout diagram, including marketing and sponsor elements complete
* Accreditation Program and access areas finalised
* Media negotiations complete and exposure for television, radio, print and internet in place.
* Initial local publicity commenced
* Initial funds from sponsorship/other finance sources in hand.

**2 Months prior;**

* All literature and forms complete and printed
	+ Competition Specific (judging sheets, protest forms, entry forms etc.)
	+ Staff Specific (job descriptions, training materials etc.)
* Judges, Officials and Volunteer training continuing through local races and provided training materials.
* Gate System constructed

**1 Month prior;**

* Numerical Entry Form due
* Final communication plan determined and ready
* Date for publication of Official Training Schedule
* Construction commenced on temporary structures at the site
* Report to the Slalom Committee Chairman and the designated Technical Delegate regarding the ongoing preparations for the event
* Rehearsals for technology and results
* Delivery of all FF&E and sports equipment
* Pre event publicity underway
* Final staff training approaching completion
* Event Information Booklets printed and delivered

**2 Weeks prior;**

* Nominal Entry Form due
* ICF Development Program implemented
* Date Official Training commences
* Entries received from ICF HQ (download from on-line system)
* Final staff training completed
* Date for publication of provisional Start Lists
* Unofficial Start List compiled

**1 Week prior;**

* Rehearsals for technology and results completed
* Medal ceremonies rehearsal
* Date for publication of Competition Schedule
* Technical Delegate arrives
* Date for publication of Official Start Lists