



# MQ CHECKLIST FOR RUNNING A MEETING

This document is a checklist that can be used by Clubs / Promoters when running a meeting. It lists a variety of tasks that would assist in running a well organised meeting. This is not an exhaustive list, as such there is a section at the end of the document for 'extra / other' tasks.

Simply insert the persons name in the '*Responsibility*' column whose job it is to complete that task.

<b>Event name:</b>			<b>Meeting date:</b>	
<b>Venue:</b>			<b>Contingency date:</b>	
<u>Task</u>	<u>Comments / Cost</u>	<u>Responsibility</u>	<u>Anticipated Completion Date</u>	<u>Actual Completion Date</u>
➤ Application for a Track licence	<b>Track licence No.</b>		1 <sup>st</sup> January each year	
➤ Format of meeting determined				
➤ Entry fees set				
➤ Gate charges set	Adults: \$ Children: \$ Pensioners: \$ Competitors extra: \$			
➤ Budget prepared (see attached)				
Supp Regs drafted & submitted to MQ			At least 8 weeks before the proposed date.	
Submit permit application & relevant fees				
Permit No. issued	<b>Permit No.</b>			
Sponsorship organised				
Program prepared				
Program to printers				
Trophies designed & ordered				

<u>Task</u>	<u>Comments / Cost</u>	<u>Responsibility</u>	<u>Anticipated Completion Date</u>	<u>Actual Completion Date</u>
Advertising – posters, radio, newspapers, etc.				
Invitations to sponsors, VIP guests				
Portable toilets booked				
1 <sup>st</sup> Aid personnel booked				
Float for gate				
Volunteers for gate				
Track preparation done				
Flag marshal organised				
Announcer organised				
Canteen stocked				
Canteen operators				
Float for canteen				
Refreshments for officials & volunteers				
Directional & other signage organised & setup				
Gate & canteen proceeds to Secretary @ conclusion of meeting				
Prize money & Trophies awarded				
Officials thanked				
Sponsors thanked				
1 <sup>st</sup> Aid personnel thanked				
Financial statement to MQ				
Track cleaned up				



# MQ BUDGET FOR RUNNING A MEETING

## INCOME

<i>Item</i>	<i>Budgetted</i>	<i>Actual</i>
Riders @ \$ each x no. of riders		
Sponsorship		
Advertising		
Gate takings		
Canteen		
Miscellaneous		

## EXPENDITURE

<i>Item</i>	<i>Budgetted</i>	<i>Actual</i>
Permit Fee		
Prize money / trophies		
Advertising / promotion		
Printing / stationery / typing		
Postage		
1 <sup>st</sup> Aid personnel		
Stewards travel / accommodation		
Other Volunteers payments		
Food / refreshments		
Track preparation		
Signage		
Portable toilets		
Miscellaneous		

## **PROFIT / LOSS**