

## COMPETITOR INFORMATION BOOKLET

### **Information to users:**

*This form is a series of proposed headings to assist in the compilation of a booklet to be dispatched to competitors with their Acceptance of Entry.*

*The booklet details your event organisation and arrangements that you have put in place for competitors. While it does create work it certainly assists in ensuring your event runs smoothly and with the maximum level of cooperation from all parties.*

### **Proposed subject headings:**

**Welcome Note:** *[From Chairman of Organising Committee, Local Mayor or Sponsor – can be notes of welcome from all three if desired]*

### **Welcome Function:**

### **Documentation and Scrutineering Arrangements:**

### **Map of Headquarters layout:**

### **Pre event shakedown venue and arrangements:**

### **Overview of servicing provisions:**

### **Map of area with important event venues highlighted.**

### **Finish arrangements:**

### **Post Event Scrutineering location:**

### **Prize giving details:**