

EVENT ORGANISER

ROLE PURPOSE

- TO PLAN, ORGANISE AND RUN FESTIVALS IN THE ASG / MORAY

SPECIFIC TASKS

- LIAISE WITH SCHOOLS, LOCAL COUNCILLORS, CLUBS, VOLUNTEERS, PAPERS
- INFORMATION FOR EVOLVE FOR SCHOOLS & WHAT PARTICIPANTS NEED TO BRING
- DESIGN POSTERS AND CERTIFICATES
- CREATE ENTRY FORMS, COLLATE, AND FIND OUT PHOTO PERMISSIONS
- CREATE A RISK ASSESSMENT
- CREATE A SCHEDULE FOR THE EVENT
- CREATE & DISTRIBUTE RULES
- TRAIN UMPIRES / REFEREES
- COLLATE RESULTS AND DISTRIBUTE
- KNOW WHAT AND HOW TO ACCESS EQUIPMENT FOR EVENT
- ACCESS TO CAMERA
- MARKET ACTIVITIES – POSTERS / STORIES / SOCIAL MEDIA
- FIRST AID COVER AND KIT
- TRAINING / BRIEF VOLUNTEERS ON TASKS
- SOURCE MEDALS & TROPHIES
- HAVE REFRESHMENTS AVAILABLE
- ACCESS TO TOILETS
- BACKUP – WET WEATHER / INDOOR VENUE
- MARKET – WHAT IS NEXT? I.E. CLUB SESSIONS
- COLLECT FEEDBACK FROM VOLUNTEERS / PARTICIPANTS / SCHOOLS

EXPECTATION

- TO BE SELF-MOTIVATED TO DO THE TASKS NECESSARY KEEP TO DEADLINES

TRAINING OPPORTUNITIES.

- COMPETITION ORGANISER TRAINING OPPORTUNITY
- TO COMPLETE VOLUNTEER HOURS TOWARDS THE SALTIRE AWARDS AND DUKE OF EDINBURGH AWARD.

SKILLS NEEDED

- IT SKILLS.
- GOOD ORGANISATION SKILLS.
- GOOD COMMUNICATION SKILLS.
- PROBLEM SOLVING SKILLS.



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