

### Information Needed from Meet Management:

1. Location of: check-in area, report-in area, staging area, warm-up areas.
2. Location of: restrooms, water, first aid, results, awards, lost and found, implement weigh-in, protests.
3. Competition numbers: none, front, back, both? Hip numbers—none, left, right? Distance races—shoulder numbers?
4. Field events: check-in with Call Room or event venue?
5. Spikes: max length: Track: \_\_\_\_\_mm; Field: \_\_\_\_\_mm
6. Check-in: \_\_\_\_\_ minutes before event. Report-in: \_\_\_\_\_ minutes before event.
7. Information provided to coaches and athletes (e.g., check-in times, banned substances).
8. Information flow: who needs to know about scratches, no-shows?
9. Routes for escorting athletes from Call Room to event.
10. Items not approved for Call Room and Field of Competition (e.g., medication, electronic equipment).

### Equipment Needed from Meet Management:

1. Tent, at least 20 ft. x 20 ft.
2. Tables (4) and chairs for clerks, athletes. (30)
3. Signboard for check-in schedule, posters and other information (e.g., facility diagram).
4. Signage on outside of tent—"Call Room."
5. Schedule of events.
6. Heat sheets—\_\_\_\_\_copies.
7. Hip Numbers, Blank Competitor Numbers, Safety Pins. (Competitor numbers should only be given out by Competition Secretary.)
8. Large clock visible to athletes in Call Room.
9. Communication system to talk with starter/finish line/announcer.
10. Cell phone number for Medical.
11. Water.
12. Tape—adhesive, masking, duck.
13. Pens, pencils, magic markers, highlighters (blue and pink), paper and clipboards (6-8) hole punch, stapler.
14. Trash cans.

### Personal Equipment

1. Rule book
2. Posters for Signboard—banned items, spike lengths, etc.
3. Gloves (to inspect bags).
4. Spike wrench or "multi-tool" to remove spikes and calipers for checking sole/heel thickness.
5. Plastic (zip lock) bags for confiscated items. White labels for name tags and label confiscated bags.
6. Safety pins.
7. Tape—adhesive, masking, duck.
8. Pens, pencils, magic markers, highlighters (blue and pink), clipboard, hole punch, stapler