

# TRAILER INVENTORY AND EVENT ORGANISING CHECKLIST

Rev. 25/06/2026/pdk

|                                     |            |              |                          |
|-------------------------------------|------------|--------------|--------------------------|
| <b>CHECKED BY:</b>                  |            | <b>DATE:</b> |                          |
| ITEM :                              | QUANTITY : | CHECKED :    | NOTES :                  |
| <b>TRAILER CONTENTS - CHECKLIST</b> |            |              |                          |
| Controls :                          |            |              |                          |
| • Blank kites                       |            |              |                          |
| • Numbered kites                    |            |              |                          |
| Stakes :                            |            |              |                          |
| • Long (1,2m x 12mm)                |            |              | Blue mark canisters      |
| • Short (1m x 8mm)                  |            |              | For EMIT controls (NB)   |
| • Short (1m x 10mm)                 |            |              | General                  |
| • Short (1m x 12mm)                 |            |              | General                  |
|                                     |            |              |                          |
| Concrete stake stands               |            |              |                          |
| Start Flags in pouch                | 2          |              |                          |
| Finish Flags in pouch               | 2          |              |                          |
| Barrier Tape                        | 2          |              | One in Start box         |
| Clipboards                          |            |              | Two in Start box         |
| CLEAR & CHECK boards                |            |              | In Start box             |
| Course Marker Boards                |            |              | Bn,Bu,Grn,L/G,Rd, Or,Yel |
| Lane Marker Boards                  |            |              | L1, L2, L3               |
| Time Boards                         |            |              | T0,T1,T2,T3 in Start box |
| Hammers                             | 2          |              | One in Start box         |
| Map Trays                           | 7          |              |                          |
| Road Signs                          |            |              |                          |
| Parking Sign                        |            |              |                          |
| Gazebo                              | 2          |              | Registration             |
| Tables                              | 3          |              | Large folding            |
| Chair                               | 2          |              | Fold-up plastic          |
| Notice Board                        |            |              | Event notices/Green      |
| Indemnity Notice                    | 1          |              |                          |
| Risk Assessment Sheet               | 1          |              |                          |
| Snake Bite Guide                    | 1          |              |                          |
| Medical Kit                         | 1          |              | RACO (Claudette)         |
| Legend sheets                       |            |              |                          |
| Membership Forms                    |            |              |                          |
| Description sheet holders           | 7          |              | Boards with clips        |
| Scissors                            |            |              |                          |
| Pens                                |            |              |                          |
| Staplers                            |            |              | Spare staples            |
| String                              |            |              |                          |
| Key box                             |            |              | Plastic                  |

|                      |    |  |                                |
|----------------------|----|--|--------------------------------|
| Masking Tape         |    |  |                                |
| Plastic Sleeves      | x  |  |                                |
| Plastic Rubbish Bags | x  |  |                                |
| Toilet Paper         | 5  |  |                                |
| Umbrellas            | 1  |  | RAC Umbrella & pole            |
| Umbrella stake       | 1  |  |                                |
| Water Containers :   |    |  |                                |
| • 20 Litre           |    |  | Event Centre (finish)          |
| • 10 Litre           |    |  | Courses                        |
| • 5 Litre            | 6  |  | Courses                        |
| Plastic Cups         | 10 |  |                                |
| Paper Cups           | x  |  |                                |
| Oros Juice           | 2  |  |                                |
| Reflective Bibs      | 10 |  |                                |
| Trailer Locks & Key  | 3  |  | 1x loose; 1x trailer; 1x float |
| Spare Wheel          | 1  |  | Check tyre pressure            |
| Wheel Spanner        | 1  |  |                                |
| Ring Spanner (24mm)  | 1  |  |                                |
| Jack                 | 1  |  |                                |
| License              | 1  |  | Check Validity                 |

## EQUIPMENT/MATERIALS CHECKLIST(not in Trailer)

|                    |  |  |                          |
|--------------------|--|--|--------------------------|
| SI System :        |  |  |                          |
| • SI Blocks        |  |  | With Alex                |
| • SI Block Cradles |  |  | With Alex                |
| • Finish Computer  |  |  | With Glynn               |
| • Finish Monitor   |  |  | With Glynn               |
| • SI Reader        |  |  | With Glynn               |
| • SI Printer       |  |  | With Glynn               |
| • SI Cables        |  |  | With Glynn               |
| • SI PSU           |  |  | With Glynn               |
| • SI Printer Paper |  |  | With Glynn               |
| • Backup UPS       |  |  | With Glynn               |
| Maps               |  |  | Planner to print         |
| Description Sheets |  |  | Planner to print         |
| Course files       |  |  | Courses to Glynn (txt)   |
| Start Time Sheets  |  |  | James – Planner print    |
| Final Instructions |  |  | James – Planner compiles |
|                    |  |  |                          |
| Prizes             |  |  | Planner                  |
| Trophies           |  |  | Val to send reminders    |
|                    |  |  |                          |
|                    |  |  |                          |

*Note: x = Quantity depends on event. Check and replenish per event.*