



INFORMATION PACKAGES

The following contents are suggested for preparing information packages for the Officials, Notice Board, Volunteers, and Competitors. Much of this information may be sent by email or text.

Officials need to know what the competitors have been issued and will be briefed of the event schedule, location and times of briefings and meetings, and copies of the tests, maps, and diagrams that will be used.

Office Notice Board displays event rules, important notices, schedule, emergency contact numbers, orders of go.

Competitors' Welcome Package contains information needed upon arrival. Locations for parking, stabling, exercise, closed areas, restrictions on vehicle use. Schedule of times for inspections, office open, etc.

Competitors' Technical Package is required 24 hours before marathon start or by official course walk/inspection.

Volunteers need to know when and where to report and know the site layout and their responsibilities.

Officials Jury Technical Delegate Course Designer	<input type="checkbox"/> Event site map <input type="checkbox"/> Prize List or Omnibus <input type="checkbox"/> Dressage test diagrams <input type="checkbox"/> Para dispensations <input type="checkbox"/> Competitor list (numeric) <input type="checkbox"/> Competition schedule <input type="checkbox"/> Meal/party tickets or plans <input type="checkbox"/> Name badge/bracelet	
Office Notice Board *when available	<input type="checkbox"/> Event site map <input type="checkbox"/> Emergency contacts <input type="checkbox"/> Restricted areas map <input type="checkbox"/> Important notices <input type="checkbox"/> Location of exercise areas <input type="checkbox"/> List of competitors <input type="checkbox"/> Stabling assignments <input type="checkbox"/> Event schedule <input type="checkbox"/> Briefing time/location <input type="checkbox"/> Order of Go (Dressage)* <input type="checkbox"/> Order of Go (Marathon)* <input type="checkbox"/> Marathon distance/speeds* <input type="checkbox"/> Order of Go (Cones)* <input type="checkbox"/> Cones distance/speeds* <input type="checkbox"/> Cones course map*	
Competitors' Welcome Package	<input type="checkbox"/> Liability waiver/bracelets <input type="checkbox"/> Competitor numbers <input type="checkbox"/> Event site map <input type="checkbox"/> Parking directions <input type="checkbox"/> Safety inspection checklist <input type="checkbox"/> Party tickets, VIP passes <input type="checkbox"/> Social event information <input type="checkbox"/> Membership applications <input type="checkbox"/> Exhibitor Comment Form	
Competitors' Technical Package	<input type="checkbox"/> Obstacle diagrams <input type="checkbox"/> Marathon section maps <input type="checkbox"/> Distance/speeds/times	
Volunteers	<input type="checkbox"/> Event site map <input type="checkbox"/> Event schedule <input type="checkbox"/> Reporting time & locations <input type="checkbox"/> Basic rules & restrictions <input type="checkbox"/> Important Notices	