

## Pre-competition activity checklist

Action	Checked
Venue is large enough to accommodate the competition activities	
Venue can accommodate competitors, delivery team and guests	
A separate room is available for judges briefing and marking	
Location is easily accessible and has disabled access	
All resources are available to carry out tasks including any specialist equipment	
Are there any additional activities planned for this event?	
Internal and external stakeholders have been invited	
Marketing and promotional activities planned	
Team of judges identified and allocated to task	
Event promoted (internally and externally)	
Test project and marking schemes agreed and suitable for level of competitors	
Process for registering agreed and suitable competitors identified	
Reasonable adjustments have been made to test projects to accommodate any individual competitor needs identified	
Standardisation meeting is planned for judges	
Clear area for registration identified and appropriate signage in place	
Timetable of activities produced and supporting staff briefed	
Room allocated for competitor briefing on tasks and health and safety	
Catering and refreshments booked	
Celebration event planned for the end of the day	