Event Plan (Example Only obviously this would apply over several months)

CEP 2010

	Week 4	Week 3	Week 2	Week 1	Week 0
Documentation	Check Sup Regs &			Check Permit etc	
	Premit has been sent				
	Check Track booking				Check Track keys etc
Equpiment	Check Flags				Check Flags
	Replace damaged ones				
Officials	Create Officials List		Check Marshals are		Confirm personnel
			available		positioning
Catering	Order catering Officials				Check lunches are
	hospitality				ordered