

Notes from Santa fun Run Team Meeting: 19th February 2015

Debrief of 2014 Event

- Overall good event, good atmosphere
- Road-side signs need to be 20m apart and at least 2 metres in from the road. They were big enough (A3).
- Plan marshalling ahead of time, with each given a marshalling post and agreed part of the course for them to clear after the event.
- Geoff needs to be leaving the start to set up the course by 9am.
- Salt and gravel needed for the bridge and any other icy areas
- Need a vehicle to carry signs, tape etc. around the course before and after.
- Registration tent worked well, but would be a problem if it rains or is more windy. Consider use of duckboards. Maybe needs better signposting into the tents.
- Don't need a generator or lights assuming the tents used are the same ones
- Don't start early – some people register very late
- Dog show went well
- Buggy event – only 1 entrant
- Need marshalling for the dog and buggy shows.
- The finish needs managing differently to differentiate 1 mile from 5km runners
- Promote the photos better. Perhaps use an external photographer.
- Do not entertain use of Waterfield / Everyone active

Team Responsibilities:

- John D – recording of action points and decisions at meetings, registration, web site, first aid cover
- Ron – microphone, printing, art work, preparation road-side signs, suits (needs someone to manage suit numbers), willing to find some sponsors, but not willing to lead on this.
- Geoff – risk assessment, set up on the day

Actions:

- Bill to recruit team members for marketing, publicity, signage, sponsorship, marshals
- Bill to book use of country park and the catering/café, and use of power supply, use of the back room
- John: check wording of disclaimer with insurers
- John: extend Gantt chart to whole event (remember to include updating Geoff's document)
- Geoff: let John have contact details for the one used at the Carriage Driving event
- Ron: send John his notes from previous debrief meeting