

## Planner's Timetable

Draw yourself up a timetable as to when you intend to get each task finished. This example is included as a guide to the things that need to be done.

Date to complete	Done	Pre-Planning and Preparation (12-8 weeks before the event)
		Read appropriate parts of the BOF Rules and Guidelines, in particular Appendix B.
		Check permissions and understand land access restrictions (OOBs, SSSIs, etc.).
		Obtain copy of the map file from the mapper.
		Install course planning software on your PC.
		Understand the event format and target audience.
		Decide what courses will be provided and agree approximate course lengths with the Controller/Mentor.

Date to complete	Done	Planning the Courses (8-2 weeks before the event)
		Visit the area to get a general idea of the terrain and any nice control sites.
		Agree Start and Finish locations with the Organiser.
		Armchair plan the courses.
		Review armchair planned courses with the Controller.
		Visit the area to tape control sites.
		Revise courses and revisit the area as appropriate.
		Talk to the mapper about any map updates needed.
		Controller checks the control sites.
		Complete control descriptions and allocate control codes.
		Agree final courses and control descriptions with the Controller.
		Give map and course details to the Organiser.
		Finalise the course files - cut or adjust the red lines or circles as required.
		Produce master copies of the control descriptions.

		Get all these checked by the Controller.
		Order maps and loose control descriptions.

Date to complete	Done	Before the Event (2-0 weeks before the event)
		Make a list of all equipment needed and mark it off as you get it.
		Give maps and control descriptions to the Organiser.
		Agree putting out sequence with Controller (and on the day stick to it).
		Sort control units into sequence ready for putting out.

Date to complete	Done	On the Day
		Put out controls.
		Put out any tapes as agreed with the Organiser.
		Mark up maps for control collectors.
		At the end check that everything has been collected in.

Date to complete	Done	After the Event
		Clean, dry and return equipment.
		Write Planner's Comments.
		Claim Expenses.