**[Event], Key Officials and Contact Details**

| **Post** | **Name** | **Club** | **Primary email** | **Home tel** | **Mobile** | **Address** | **Alternative email or phone** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Organiser |  |  |  |  |  |  |  |
| Treasurer |  |  |  |  |  |  |  |
| Safety Officer |  |  |  |  |  |  |  |
| Entries secretary |  |  |  |  |  |  |  |
| Publicity |  |  |  |  |  |  |  |
| Website |  |  |  |  |  |  |  |
| Equipment Officer |  |  |  |  |  |  |  |
| Prizegivings |  |  |  |  |  |  |  |
| Programme editor |  |  |  |  |  |  |  |
| Results Manager |  |  |  |  |  |  |  |
| Commentary Manager |  |  |  |  |  |  |  |
| Enquiries Team Leader |  |  |  |  |  |  |  |
| Start Team Leader |  |  |  |  |  |  |  |
| Download Team Manager |  |  |  |  |  |  |  |
| String Course Co-ordinator |  |  |  |  |  |  |  |
| Planner |  |  |  |  |  |  |  |
| Controller |  |  |  |  |  |  |  |
| Access Liaison |  |  |  |  |  |  |  |
| Map Advisor |  |  |  |  |  |  |  |
| Mapper |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

[name], BKO

[event] Safety Officer

[date]