

Papers to have in small quantities – keep a reserve copy in a safe place	Qty	Check
This document index	2	
Inventory	2	
Time table – race director, registration, start / finish area, and reserve copies	5	
Notes for bad weather (rain) operations	5	
Volunteer arrival times	3	
Registration instructions – specific	5	
Registration instructions - general	5	
Clerking instructions	5	
Run flow sheet	5	
Heat selection table	5	
Sprint flow sheet	5	
Speed-of-sound correction notes	5	
Definite trials flow sheet 3+2 per event (long jump, triple jump, and throws)		
Starter instructions – general	3	
Finish line (reference only) - general	3	
Start / Finish crew notes – per event		
crew notes – 100/200/400 sprints	12	
crew notes – 3K+ distance	12	
crew notes – 800 to mile mid-distance	12	
crew notes – 4x400+ relay	12	
More events?		
Field event crew notes – per event		
Crew notes – long jump & triple jump	6	
Crew notes – shot put	6	
More events?		
* permission letters – race director, registration, reserve	3	
* insurance certificate	3	

Registration database lists – active.com download, save to spreadsheet, sort as needed by category / name / item		
	Qty	Check
Preregistered volunteer list – “check-in report”	3	
Preregistered participant list – “check-in”	3	
T-shirt purchase list – “merchandise report”	3	
PAC membership list – active.com check-in list for membership	3	

Papers to have in larger quantities / papers to be completed – event specific	Qty	Check
Sign-in sheet – volunteers – 15 lines each	3	
Sign-in sheet – preregistered – 15 lines ea.	15	
Sign-in sheet – general – 10 lines each	20	
Event information sheet	40	
Promotion sheet of the day – quarter sheets	40 x 4	
Registration sheet of the day	100	

Papers to have in larger quantities – non-specific for event	Qty	Check
Run start register – 20 lines each – 8 per event		
Run score Sheet – 8 per event mid-d & up		
Select time sheet – 8 per event		
Relays over 400m, add 4 of each to above.		
Sprint start register – 20 lines each – 8 per		
Sprint score sheet – 8 per		
4 x 100m relay, add 4 of each to sprint docs		
Definite trials (LJ, TJ, throws) score, 8 per		
Definite trials serial record, 20 per pit		
Rules sheet – half sheets	75 x 2	
PAC membership information	75	