



DDC Dressage

Saturday 28th March 2015

Run sheet and volunteer/ officials sign on

Event Coordinator	Fiona Harburn, Jenny Jones
Ground Jury	Leslie Sullivan Jodie Dunstan
OC	Fiona Harburn

Name	Job Description	Signature	Notes
Set Up			
Committee Fiona, Megan, Jenny, Karen, Kym	Over see general Set up –power switched on, Ribbon box, float, lunch		7.15-8.00am
Fiona	Overseeing scoring		
Competition/ during the day			
Leslie Sullivan	Judge		7.45 am till finish
Jodie Dunstan	Judge		7.45 am till finish
Adelle	Scoring		10.30am – finish
Danila Lochrin	Pencil morning & help with set up		7.30am-12.30pm
Ayrial Harburn	Pencil morning for second judge		7.30am-12.30pm
Vanessa Lines	Pencil afternoon & help with pack up		1pm -finish
Vicki Mannion	AM Gear Steward collect gear box & help with general set up		7.30am-12.30pm
Stacey McKenna	PM Gear Steward return gear box to shed & help with general pack up		1.00am-till finish
Jenny Jones	Drinks & BBQ at 4pm – 6pm		
Lancia Puddle	Judge pick up from Boomerang	Jodie Dustan	7am pick up from Virginia store
Jenny Jones	Lunches, small milk & 2 bags ice		7am pick up from Virginia store
Ally Reynolds	Morning runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-12.30pm
Helena & Felix Walker- Sangster	Afternoon runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		1pm-till finish
	Lunch set up and clean up		10pm -2pm
Volunteers	Trailer back to shed and locked up		End of day

FH JJ MH KD KC	Organising committee		
Karen Duminski	Float/Cheque book/pin board		
Jodi	Provide ribbons		End of day (Done)
Fiona	Coordinate presentation ceremony with judges		At conclusion of competition
Pack Up			
All Riders	Pack up arena		End of day
Adelle	Pack up printer, laptop, table, chairs Arrange with Fiona to provide results on USB		End of day

Pack up requires:

Arena and all letters to be packed back on to the trailer in a neat manner.

Items on the trailer to be tied down.

Trailer to be taken back to the shed and locked in.

Thank you to all helpers/ volunteers for supporting the event and making it possible.