

# Event Template for Organisers

This is the information required to create a new event on the club website. Sections 1 and 2 are required initially. Section 3 items may be added later.

**Section 1 - General**

Venue: just the name of the area, map name or event name (keep it short).

Date and time: use time registration opens for time

Series name or title: e.g. Kent Orienteering League, Come and Try It, etc.

Type of event: e.g. Local, Regional, National, Training, etc.

Terrain type: e.g. Forest, Urban, Parkland, Mixed, etc.

Overview: This is the text that will appear on the homepage and at the top of all entry detail pages. # 50-60 words is ideal for summary text. Use as Pre-Event info for Events.

**Section 2 – Location**

Parking/Directions: Description of how to get to the event and location of parking.

Nearest Town: e.g. Sidcup

**Section 3 – Event Details**

Map / terrain details:

Course Information:

Entry details and fees:

Registration opening and start time details:

Facilities:

Dog Restrictions:

Contacts: Organiser, planner, controller details.

Nearest Hospital A&E:

Safety Notes:

Miscellaneous: Any other relevant information