



## EVENT CHECKLIST 2014-15 SEASON

<b>Event Name:</b>	
<b>Dates:</b>	
<b>Location:</b>	
<b>Host Club:</b>	
<b>Eqpt. Dep. Checked</b>	(Alberta Alpine will do this)
<b>Pick Up Date:</b>	
<b>Return Date:</b>	
<b>Contact Name and Phone Numbers:</b>	

\*\*Equipment deposit will be cashed if materials are not returned organized, folded and in good repair.

**RACE MATERIALS:**

Item	Quantity Distributed	Sponsor Name	Returned/missing items
<b>Awards/Medals:</b>			
<b>Bibs</b> <i>(Incl. missing #s before and after)</i>	M _____ W _____		M _____ W _____
<b>Gate Panels:</b>	Red _____ Blue _____		
<b>PA SYSTEM</b>		NA	

**INVOICABLE MATERIALS:**

Item	Yes/no/Quantity	Date Club Invoiced	Returned/missing items
<b>Gate Cards \$13.50/100</b>			
<b>Photocopier rental: \$10/day-incl. extra toner and cord</b>			

**SPONSOR MATERIALS - Alberta Alpine will fill this in:**

Item	Quantity	Sponsor Name	Returned/missing items
<b>Inflatable</b> incl. fan, Velcro banner and grounding mechanisms			
<b>Vertical Sponsor Backdrop</b>			
<b>Horizontal banners:</b>			
<b>Feather flags:</b>			
<b>Long (30') Mesh Banner:</b>			

<i>Name Printed</i>	<i>Signature</i>	<i>Club</i>	<i>Date</i>
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2 copies: 1 to ROC \_\_\_\_\_ 1 to Alberta Alpine \_\_\_\_\_  
 Alberta Alpine Ski Association, Suite 100, 1995 Olympic Way, Canmore, AB T1W 2T6  
 403-609-4730 [memberservices@albertaalpine.ca](mailto:memberservices@albertaalpine.ca)

**NOTES:**