

## Event Director Job Description

Overall responsibility for the event including suppliers, crew, venues, participants.

### Thursday:

- On site 2PM
- Familiarise self with site
- Check in with site manager
- Helps cross loading vans on site
- Arrange dinner for small group if necessary
- Sort out any last-minute requests
- Charge radios, icoms, trackers in room
- Check with site manager that medals, nosecco and flutes are split between finish and lunch (if half marathon)

### Friday:

- On site 8AM
- Responsible for splitting crew into roles at 9AM for start, lunch and finish set up
- Overall responsibility for making sure everything is set up
- Overall responsibility for crew welfare
- Send someone to buy lunches for everyone
- Allocate crew to organise pizza delivery for dinner
- Set up area for crew briefing- radios, trackers, icoms, hi-vis, t-shirts, ipads, credit cards, van keys, folders, crew breakfasts
- Ensure pit stop managers take speakers to charge
- Crew briefing- main section and hand out everything
- Make sure everyone knows their accommodation and has lift off site
- Check off any no shows and make Threshold aware of short fall

### Saturday/Sunday (Event dependent which day):

- On site 5/6AM (event dependent)
- Final overall checks
- Check on crew welfare/breakfast times
- Overall responsibility for everyone on the event- all locations
- Delegate someone to meet stewards at the finish before you arrive
- Stay back at start once start has finished to make sure start/finish manger has everything they need to move to the finish
- When comfortable move on through pit stops and spend some time at lunch
- Monitor queues and set up on all sites and help out where possible
- Make way to finish when happy with the rest of the event
- Check in with S/F manager on crew welfare
- With S/F manger work out who can be let go earlier. Need to leave 8 crew including FTE's on site from 8PM