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## (A) Registration :

On site registration : a booth or check in desk on site of the event to allow a physical on the day registration, this ensures numbers and allows packages, lanyards, merchandise or information to be given to attendees.

## Off site registration :

~~the~~ online registration system located on a website or submitted by email.

This is practical because due to modern technology everyone is using smartphones and internet within a workplace or business.

It is efficient and time saving for participants. It also gives a direct fast response to the management team and they are able to graph numbers of attendees, medical issues, contact details, or any additional information. Companies may send information, uniforms, lanyards or promotional goods through mail to allow easier distribution prior to an event, which is more time effective.

(b) operating systems such as an online filling system, off site registration website or a personal information form to be filled out are all important operating systems to be used. Software programs such as excel would be great for graphing age groups of attendees

- \* meal choice at event (optional)
- \* dietary/medical requirements
- \* ~~travel~~ ~~costs~~ language barriers
- \* location of attendees domestic or international
- \* company of attendee (unless one company for event)
- \* preferences of what segments to attend (optional)

these types of information are crucial to an event management team, as they allow planning to take place. How many meals are necessary? how many gluten free meals will be needed? , will translators be necessary? what kind of age group are they going to be working with? These questions all affect the overall result of the event.

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C

Staging for an event such as the 2016 Gold Coast Marathon is essential to ensure the safety and care for participants. Event Managers must ensure that appropriate proceedings in relation to staging and first aid is implemented to protect and prevent the chances of a disaster major event <sup>such as the</sup> Kimberly Ultra Marathon ~~and~~ ~~or~~ from tragically happening again.

### Procedures:

- Barricade all hazard areas and allocate the correct places to go.
- Provide attendee's with direction such as physical signs on baracades and/or directions/ arrows on the ground to notify where to go
- Staging should allocate specific areas and implement plan 1 with event managers to talk about with staff at the



event brief

- Adequate first aid
- Ensure a flat surface
- Ergonomic factors to be considered such as the distance between barocades

~~in company~~

Staging an event must comply with factors of Work Health and Safety:

- Ensure cables are tied away
- Surface is all even
- Employees of outsources get breaks
- Comply to safety regulations.
- Not ignore any flaws

The key phase in staging is making sure and double checking all procedures have been done correctly. This will include:

- Delegated team members checking each specific location
- All the staging complies with WH&S
- Ethical standards are all met.

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Staging an event correctly is a crucial process and especially for an event such as the 2016 Gold Coast Marathon. Event managers and staging companies must be aware of all possibilities such as rain, the weather and have strategies such as sheltering and covers implemented in case of a weather defect.

← Tick this box if you have continued this answer in another writing booklet.