

# Complete Competition Checklist

For the event organizer

## PRE-EVENT SET-UP

### 5 MONTHS PRIOR

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#### 1. DATE

- Check if there are other local competitions scheduled on your proposed date.
- Check if your competition date conflicts with the CrossFit Games.
- Begin emailing potential sponsors and vendors.

#### 2. WORKOUTS AND LOCATION

- Create 3-4 different workouts, each with at least 2-3 different movements (conditioning, strength, max lifts, gymnastics) that are easy to judge.
- Determine how each workout will be timed/scored (i.e. Reps, Time or Weight).
- Test the workouts.
- Test the space and equipment requirements, as well as transition times.
- Decide the tie breaker, if applicable.

### 3 MONTHS PRIOR

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#### 3. REGISTRATION

- Decide the max number of competing athletes.
- Set ticket price(s).
- Set up the competition in Wodify Arena.
- Create Event pages on Facebook & Instagram.
- Advertise the workouts on social media.

### 2 MONTHS PRIOR

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#### 4. RECRUIT STAFF

- Volunteers: to help with setup, teardown, concessions, tickets, check-in and scoring.
- Judges: Arena allows judges to register directly on the event page so that they can be included in your scheduling. Estimate 1 judge per athlete/per heat.
- Other auxiliary staff: photographer/DJ/facility manager, etc. This should be done once you have a good understanding of your revenue stream. Devote money to prizes before "extras".

#### 5. OTHER NEEDS

- Continue advertising every week, 3x per week, M/W/F between 8-9am or 12-3pm.
- Order equipment/supplies, if necessary (extra plates, collars, chalk, etc.)
- Contact neighbors via phone and in writing to discuss parking availability.

#### 6. THINGS TO CONSIDER PURCHASING

- Insurance: 1-day CrossFit competition policies are roughly \$300 and up.
- Portable restrooms: estimate one for every 20-30 athletes.
- Emergency Medical Services: do not neglect this! Contact your city to arrange for professional medical personnel to be on-site for your competition.
- T-Shirts: for competitors, judges, and volunteers, as well as for sale.
- Prizes: cash purse, equipment, sponsored goods, etc.

### 1 WEEK PRIOR

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- Finalize, post, and distribute heat schedule to athletes and on the Event page.
- Confirm vendors, judges, and staff.
- Purchase other necessary items (i.e. water, food, toilet paper, paper towels, cleaning products, stopwatches, clickers, batteries, first aid kits, athletic tape, etc.)

### 1 DAY PRIOR

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- Host a volunteer meeting.
- Inform each volunteer where they will be working (registration, judging, scoring, etc.)
- Prepare prize, athlete, and judge bags.
- Prep equipment.
- Check internet connection and Leaderboard set-up.
- Tape off competition area.
- Designate lanes/athlete workout areas.
- Hang sponsor and event banners/designate vendor and sponsor booth area.
- Clean the gym.
- Have equipment laid out for the first event.

## EVENT SET-UP

### DAY OF COMPETITION

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#### 1. PREP JUDGES

- Make sure they've downloaded the Arena judges' app.

#### 2. PREP SCORER'S TABLE AND ATHLETE CHECK-IN AREA

- Distribute wristbands.
- Verify waivers.
- Post copies of the heat schedule.

#### 3. ATHLETE WARM UP AREA

- Provide equipment for one full heat to warm up.
- Supply chalk and water bottles.
- Make sure fans or heating units are on, if necessary.

#### 4. LIVE LEADERBOARD

- Post active links on social media.
- Remind athletes, volunteers, and spectators to post and tag pictures throughout the day.