

**ORGANIZING AND HOSTING AN OUTSTANDING
CROSS COUNTRY OR TRACK & FIELD MEET
BY JERRY DOBBS AND STEVE CURRINS – PALATINE HIGH SCHOOL**

- A. Recruiting staff for the meet
 - 1. Meet officials
 - 2. Faculty
 - 3. Parents
 - 4. Friends
 - 5. Trainers
 - 6. Announcer
- B. Pre-Meet communications
 - 1. Other teams
 - a. Mailed or faxed out
 - b. Seed meeting
 - 2. Workers and officials
- C. Facility set-up
 - 1. Cross Country course
 - 2. Track & Field facility
- D. Instructions and training for meet staff
 - 1. Pre-meet
 - 2. Meet day
- E. Promoting the meet
- F. Parking
- G. Concessions
- H. Results
 - 1. How done
 - 2. Copies
- I. Awards
 - 1. Ordering
 - 2. Presenting
- J. Pre-meet check list
 - 1. Equipment
 - 2. Helpers
 - 3. National Anthem
 - 4. Results
 - 5. Awards
 - 6. Passes
- K. Meet day communications and instructions
 - 1. Coaches
 - 2. Officials
 - 3. Event
 - 4. Workers
 - 5. Announcers