

Event Name:	Date:	Location:
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Overview Regatta /Event Requirement	Sailing Club / Event Organizer response	Notes / Comments
Clubhouse with restaurant, bar and changing facilities		
Sufficient and secured parking spaces and storage areas for equipment		
Ample local hotels, B&Bs and camping facilities close to the event site		
Slipway to accommodate small dinghies		
Race office including regatta software for race results		
Regatta infrastructure to include, but not limited to, safety boats, starting boat, buoys, etc		
Trained/certified staff or club members to run the event including the race series		
Trained /certified staff in case of a medical emergency, on or off the water		
On the water medical rescue motor boat & certified medical staff		
Referral to a local Professional Photographer/Videographer		

Individual TLC Checklist	The Laser Class	Notes / Comments
Notice of Race (NOR)		
General Information (pdf)		
Micro-Site for Event(?)		
Sponsors		
Accommodation Booked		
Secure Boat Storage		
Measuring Area		
Laser Spares / Repairs		
Competitors Meeting Area		
Race Organisation Office / Scoring		
Medical Facilities / Staff		
Scoreboard Area		
Open Ceremony & Prize-Giving		
Race Area		
Entry Process (TLC Website / Payments)		
Boat Charter		

