



## **EVENT SPECIFICATION**

Appendix 1    Catering Schedule

Version 5  
Up dated    January 2019

# LONDON GYMNASTICS

*Providing the perfect balance of fun, passion and precision*



## EVENT SPECIFICATION

This document to be completed and signed for each individual event organised by London Gymnastics at the facility/venue no later than 4 weeks prior to the event.

Signed copies to be sent to the following:

Major Events Organiser  
Venue Owner  
Event organiser

|                  |  |
|------------------|--|
| Venue:           |  |
| Venue Contact:   |  |
| Discipline:      |  |
| Date/s:          |  |
| Time/s:          |  |
| Event Organiser: |  |
| Contact details: |  |

| NUMBERS EXPECTED             |  |
|------------------------------|--|
| Number of gymnasts + coaches |  |
| Number of spectators         |  |
| Number of judges             |  |
| Number of officials          |  |

| REQUIRED EQUIPMENT – Venue operator to supply   | Yes | No |
|---|-----|----|
| Bleacher Seating – state number of seats  |     |    |
| Scoring Equipment   |     |    |
| Sound System to include suitable march around music, medal presentation music and microphone. |     |    |
| Advance Ticket Sales  |     |    |

| HEALTH & SAFETY EQUIPMENT – Venue operator to supply | Yes | No |
|--|-----|----|
| Defibrillator  |     |    |
| Spinal Board   |     |    |
| Wheelchair   |     |    |

## EVENT SPECIFICATION

### EVENT ORGANISERS CHECK LIST

Do you require the following?

Transfer the numbers required to the **SET UP REQUIREMENT** schedule on the following page.

Add additional items as required

|                            | Yes   |           | No | Comments |
|----------------------------|-------|-----------|----|----------|
|                            | Venue | Organiser |    |          |
| Control Table              |       |           |    |          |
| Registration Table         |       |           |    |          |
| Medal Table                |       |           |    |          |
| Medal Presentation Rostrum |       |           |    |          |
| Medal Cushions             |       |           |    |          |
| Judges Tables              |       |           |    |          |
| Judges Chairs              |       |           |    |          |
| Judges Water               |       |           |    |          |
| Judges Sweet Bowls         |       |           |    |          |
| Judges Sweets              |       |           |    |          |
| Stage                      |       |           |    |          |
| Gymnast/Coaches Chairs     |       |           |    |          |
| Gymnast/Coaches Benches    |       |           |    |          |
| Screens                    |       |           |    |          |
| Radios/Walkie Talkies      |       |           |    |          |
| Chalk                      |       |           |    |          |
| Spectator Wristbands/stamp |       |           |    |          |
| Event Specific Signage     |       |           |    |          |
| Photocopying               |       |           |    | Copies @ |
| Stationery – pens/paper    |       |           |    |          |

## EVENT SPECIFICATION

|                     | Yes   |           | No | Comments    |
|---------------------|-------|-----------|----|-------------|
|                     | Venue | Organiser |    |             |
| Runners             |       |           |    | No required |
| Stewards            |       |           |    | No required |
| Car Park Attendants |       |           |    | No required |
| LG Table Runners    |       |           |    |             |
| Black Table Clothes |       |           |    |             |
| Zone Stall          |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |
|                     |       |           |    |             |

## EVENT SPECIFICATION

### SET UP REQUIREMENTS – VENUE TO SUPPLY

Date / time of set up required

Amend names of locations and equipment required as appropriate to the event and venue.

|                       | Main Hall/Gym | Warm up Area | Judges Meeting Room | Shopping Mall | Location 4 | Location 5 | TOTALS |
|-----------------------|---------------|--------------|---------------------|---------------|------------|------------|--------|
| Rectangular Tables    |               |              |                     |               |            |            |        |
| Round tables          |               |              |                     |               |            |            |        |
| Chairs                |               |              |                     |               |            |            |        |
| Stage                 |               |              |                     |               |            |            |        |
| Benches               |               |              |                     |               |            |            |        |
| Screens               |               |              |                     |               |            |            |        |
| Stage                 |               |              |                     |               |            |            |        |
| Radios/Walkie Talkies |               |              |                     |               |            |            |        |
|                       |               |              |                     |               |            |            |        |
|                       |               |              |                     |               |            |            |        |
|                       |               |              |                     |               |            |            |        |

### VENUE PAYMENT DETAILS

|                |  |
|----------------|--|
| Account Name   |  |
| Sort Code      |  |
| Account Number |  |



# LONDON GYMNASTICS

*Providing the perfect balance of fun, passion and precision*



## EVENT SPECIFICATION

| EVENT TIMINGS                  | Day 1 | Day 2 | Day 3 |
|--------------------------------|-------|-------|-------|
| Officials arrival time         |       |       |       |
| Competitors arrival time       |       |       |       |
| Spectator doors open           |       |       |       |
| Judges meeting time            |       |       |       |
| Coaches meeting time           |       |       |       |
| Official meeting time:         |       |       |       |
| Refreshments /meals served:    |       |       |       |
| Times for refreshments /meals: |       |       |       |
| Finish time:                   |       |       |       |

## ADDITIONAL INFORMATION

***Signature of venue representative***

---

***Print Name***

---

***Signature of Event Representative***

---

***Print Name***

---

***Date***

---

## EVENT SPECIFICATION

### Appendix 1 CATERING SCHEDULE

|                            |  |
|----------------------------|--|
| <b>Venue:</b>              |  |
| <b>Venue Contact:</b>      |  |
| <b>Discipline:</b>         |  |
| <b>Date/s</b>              |  |
| <b>Time/s</b>              |  |
| <b>Event Organiser:</b>    |  |
| <b>Contact details:</b>    |  |
| <b>Catering Supervisor</b> |  |
| <b>Contact details</b>     |  |

**2 weeks before the event an itemised quantity and unit cost proforma that shows each item must be attached to the Catering Schedule**

### JUDGES MEALS

|       | Time |               | Location | No of people | Description |
|-------|------|---------------|----------|--------------|-------------|
| Day 1 |      | Breakfast     |          |              |             |
|       |      | Lunch         |          |              |             |
|       |      | Afternoon tea |          |              |             |
| Day 2 |      | Breakfast     |          |              |             |
|       |      | Lunch         |          |              |             |
|       |      | Afternoon tea |          |              |             |
| Day 3 |      | Breakfast     |          |              |             |
|       |      | Lunch         |          |              |             |
|       |      | Afternoon tea |          |              |             |

## EVENT SPECIFICATION

| OFFICIALS MEALS |      |               |          |              |             |
|-----------------|------|---------------|----------|--------------|-------------|
|                 | Time |               | Location | No of people | Description |
| Day 1           |      | Breakfast     |          |              |             |
|                 |      | Lunch         |          |              |             |
|                 |      | Afternoon tea |          |              |             |
| Day 2           |      | Breakfast     |          |              |             |
|                 |      | Lunch         |          |              |             |
|                 |      | Afternoon tea |          |              |             |
| Day 3           |      | Breakfast     |          |              |             |
|                 |      | Lunch         |          |              |             |
|                 |      | Afternoon tea |          |              |             |

|  | Yes | No |
|--|-----|----|
| Meal tickets will be issued by the Event Organiser |     |    |

*Signature of venue representative*

---

*Print Name*

---

*Signature of Event Representative*

---

*Print Name*

---

*Date*

---