



Event Report Form

Report author, position and contacts:	
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Event Details

Event Name:	
Name of Organisation:	
Event Organiser:	
Race Director:	
Date(s) of the Event:	
Sponsors/Stakeholders:	

Event Summary (what was conducted?)

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Operational Details

Event Participants/Requirements	Number	Comment (e.g. adequate for event?)
Competitors:		
Teams:		
Commissaires:		
Accredited Traffic Controllers:		
Event Marshalls:		
Additional Volunteers:		

Event Participants/Requirements	Number	Comment (e.g. adequate for event?)
Event Vehicles:		
Police Vehicles:		
First Aid Staff:		

What Worked Well?

Aspect	Comment

Areas for Improvement

Issue	Contributing Factors	Recommendations