



Event Crew Documents & Forms

Everything You Need to Know to Run a QOC Event

We'd like to make it as easy as possible for all our volunteers to know what to do and to enjoy our tradition of running friendly, well-organized events. The following documents include guidelines and tips we encourage our volunteers to read and understand in advance.

- [Event Director Handbook](#) [1]: including the Registration Crew Handbook and the Beginner Instruction Guidelines
- [Registration Crew Handbook](#) [2]: as an individual document so that registration volunteers can get just what they need
- [Beginner Instruction Guidelines](#) [3]: an individual document so that volunteer instructors can get just what they need
- [Volunteer Schedule Template](#) [4]: Excel spreadsheet to help event directors keep track of which volunteer is scheduled to do what & when
- [QOC Accounting Spreadsheet](#) [5]: Excel workbook with embedded macros to use for event accounting (updated June 2019)
- [IOF Guidelines for Course Planning](#) [6]: written for planning world class events, but has many examples and principles that apply just as well to course setting high-quality local events

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Source URL: <https://www.qocweb.org/content/event-crew-documents-forms>

Links:

[1] http://qocweb.org/sites/default/files/QOC_Event_Director_Handbook_Jan_2018.pdf

[2] http://qocweb.org/sites/default/files/QOC_Registration_Crew_Handbook_Jan_2018.pdf

[3] http://qocweb.org/sites/default/files/Beginner_Instruction_Guidelines_April_2017.pdf

[4] http://qocweb.org/sites/default/files/QOC_Volunteer_Schedule_Template_Jan_2018.xls

[5] <http://qocweb.org/sites/default/files/QOCAccountingSpreadsheet.xlsx>

[6]

https://orienteering.org/wp-content/uploads/2010/12/Guidelines-for-Course-Planning-World-Class-Events_v2.pdf

[7] <https://www.qocweb.org/content/event-crew-documents-forms>