**Competition Organiser’s Checklist**

**Equipment Required**

* Competition Standard Weight Set including Male and Female Bars
* Competition Platform
* 4-5 Warm-up Platforms complete with Male and Female Bars and Weight Sets
* Electronic Refereeing System
* Referee Flags
* 3 Tables and Chairs for Referees
* Competition Clock System
* Sound System for MC
* Projector (to project Competition Scoresheet on wall)
* Table and Chairs for MC, competition clock controller and competition secretary
* Weightlifting Tasmania banners
* Weigh-in Scales (checked and verified)
* 40 chairs for spectators

**Personnel Required (for each session)**

* Master of Ceremonies
* Referees (3)
* Competition Clock Controller
* Technical Controller (must be a state or national referee)
* Loaders (minimum of two per session)

**Personnel Organisation Procedure**

* Seek expressions of interest from referees, MC and other competition officials
* Create list of bar loaders for all sessions and publicise
* Create list of competition set-up personnel

**Setup Procedure**

* Check all competitors have paid competition entrance fee
* Prepare competition schedule (organising athletes into sessions)
* Ensure competition software is loaded with competitors
* Setup of competition arena (night before)
  + Clean floor
  + MC and Competition Secretary Desk
  + Chairs and Tables for Referees
  + Chairs for Spectators
  + WTI Banners, Sponsor Signs and other decorative items
* Setup weigh-in room
* Ensure change rooms and kitchen are cleaned

**Take-down Procedure**

* Dismantle competition arena and store equipment
* Clean facility
* Empty bins