

## Weekend Meet Organiser (MO) Checklist

<p><b>3-6 months before</b></p>	<p>The meet will be in the preceding Club Newsletter(s) and on the Club website with your name, a MO email address (see below) and usually the charge per person per night (pppn). But you should advertise your meet yourself by email via cairngorm-club@googlegroups.com, and on the Club Forum via a new Topic (which others should use for reports etc., but <u>not</u> for one-to-one correspondence with you or others).</p> <p>The hut or bunkhouse website usually has useful information about facilities and local hills.</p> <p>Emails sent to the MO address will divert to your personal account, which should therefore not get spammed.</p> <p>Keep a list of people who contact you to book a place, but there is no need to ask for payment at this stage. If the meet becomes over-subscribed, keep a waiting list.</p> <p>Ask a non-member wishing to attend to join (free of charge) as an interim member for insurance purposes; the application form is on the Club's public website, under "Club Membership".</p>
<p><b>1-2 months before</b></p>	<p>If the meet begins to fill up, email everyone interested, asking for payment by a given date, after which you will assume they no longer want a place.</p> <p>If the meet is over- or under-subscribed, liaise with the Weekend Meets Secretary regarding increasing/decreasing the number of beds.</p>
<p><b>1 month before</b></p>	<p>Ask for payment, if you haven't already done so, via direct bank transfer to: "Cairngorm Club", sort code 83-15-31; a/c 19165508, with reference identifying the meet (payer name not needed).</p> <p>Ask payers to let you know when payment is made.</p>
<p><b>2 weeks before</b></p>	<p>Email everyone on the list with the following info:</p> <ul style="list-style-type: none"> <li>• When the hut will be open (usually not needed for bunkhouses)</li> <li>• Whether they should bring a sleeping bag, towel, etc.</li> <li>• Hut/bunkhouse facilities, e.g. a link to its website</li> <li>• Your mobile number, in case of arrival difficulties</li> <li>• Encourage lift-sharing, best arranged amongst individuals, not through you.</li> </ul>
<p><b>Immediately before or at the meet</b></p>	<p>Bring several copies of the Club route sheet (see website "Miscellaneous") so that members can record their intended routes for the day along with contact numbers etc.</p> <p>Look at the "Risk List" (under "Miscellaneous") and "Winter Gear" (under "Club Activities") for items to be considered on the hill</p> <p>In case of "incidents" (accidents, MR call-outs, "altercations"), notify the Weekend Meets Sec and/or Club Secretary as soon as possible. Do not give information to the media, commercial or informal. See "Incident Procedure Guidelines" under "Miscellaneous".</p> <p>As the meet ends, do your best to see that all is left clean, tidy and secure.</p>

<b>Afterwards</b>	<p>Return key as instructed (if necessary) Email participants about "lost property": there is always some! Tell the MeetSec</p> <ul style="list-style-type: none"><li>• who participated and paid</li><li>• of any "incidents", problems or good points, e.g. with members or the bunkhouse staff</li></ul> <p>On the Forum, within the meet Topic (see start of this Checklist), post a brief report as MO; this need not involve lengthy prose and lots of photos, but feel free!</p>
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Things you do **not** need to do:

- Pay for the bunkhouse. The Weekend Meets Sec will book all the venues for the year and will liaise with the owners and custodians as necessary. In the case of club huts, s/he will arrange where the key is to be sent (usually to someone who can get there early).
- Cook a communal meal. This is absolutely not expected!

Helen Russell and Ken Thomson, January/May 2023