

## GENERAL ENDUROLIFT EVENT CHECKLIST

1. **Where** will the event be held (online or in-person)?
2. **What** types of Endurolift challenge (technical, power-endurance, strength-endurance or kids challenge)?
3. **Who** is the target participants (in-house or public, age group and gender, trained or untrained population)?
4. **When** the challenge will be conducted (one-off event or specific period of time event / acute or longitudinal)?

## SPECIFIC ENDUROLIFT PRE-EVENT CHECKLIST

- |   |                          |  |                          |  |                          |
|---|--------------------------|--|--------------------------|--|--------------------------|
| 1. Date, day and time decided.  | <input type="checkbox"/> | 11. Endurolift Marketing Kit has been deployed.  | <input type="checkbox"/> | 21. Sound system has been booked and ready. Music ready.   | <input type="checkbox"/> |
| 2. Online / In-Person.  | <input type="checkbox"/> | 12. Volunteers has been recruited and trained.   | <input type="checkbox"/> | 22. Transport and logistics for equipment has been identified, booked and ready.   | <input type="checkbox"/> |
| 3. In-house / Public.   | <input type="checkbox"/> | 13. Vendors has been contacted and confirmed.  | <input type="checkbox"/> | 23. Real-time Leaderboard ready and available.   | <input type="checkbox"/> |
| 4. Types of endurolift decided and exercises selected.  | <input type="checkbox"/> | 14. Media team especially photographers has been assigned and ready.   | <input type="checkbox"/> | 24. Additional prizes or gifts for participants are ready (if any)   | <input type="checkbox"/> |
| 5. Event has been officially registered and recognized as licenced Official Endurolift Event.     | <input type="checkbox"/> | 15. Energetic and knowledgeable MC has been appointed and briefed.   | <input type="checkbox"/> | 25. Registration check-in counter decided and ready.   | <input type="checkbox"/> |
| 6. Venue decided and booked.  | <input type="checkbox"/> | 16. Workout / exercises venue layout has been prepared.  | <input type="checkbox"/> | 26. Sponsors Kit activated.  | <input type="checkbox"/> |
| 7. Equipment ready and available.   | <input type="checkbox"/> | 17. Scoring systems has been decided and approved by certified Judges.   | <input type="checkbox"/> | 27. Official web page at Endurolift.com up and running.  | <input type="checkbox"/> |
| 8. Certified Judges and Officials has been named and confirmed.                                   | <input type="checkbox"/> | 18. Clipboard with hardcopy forms and name tags for judges and officials are ready.  | <input type="checkbox"/> | 28. Provide participants with event details, rules, and guidelines.  | <input type="checkbox"/> |
| 9. Online / offline registration system is up and running (including payment system, if any)      | <input type="checkbox"/> | 19. First-Aid Kit ready  | <input type="checkbox"/> | 29. Share any updates or changes leading up to the event. Maintain clear communication with participants, volunteers, and staff. | <input type="checkbox"/> |
| 10. Official Endurolift certificate for participants, judges, officials and volunteers are ready. | <input type="checkbox"/> | 20. Medical facility has been identified and informed, with medical personnel & ambulance has been booked for duty during the event. | <input type="checkbox"/> | 30. Trial and pre-event test session has been conducted, weaknesses corrected.   | <input type="checkbox"/> |