

**Orienteering SA
EVENT SIGNAGE GUIDELINES**

Change History:

17 Aug 2010	Approved by Orienteering SA Council

FOR CLUBS:

1. When writing the directions for the next year's programme, pick a starting point which can easily be found by anyone using a street directory or road map (for example, the "Gumeracha-Williamstown Rd is not described as such on any road map).
2. If possible give an indication of the particular road junction from which, or how far from the nearest town, the signs will start.
3. If you know that the intended assembly area won't change in the next year, be quite specific.

FOR ORGANISERS:

1. Imagine you are coming to your first event.
2. If you are in doubt... DO.... put out an extra sign.
3. The bigger the better... people should not have to search for little signs off at an angle.
4. Stick strictly to what the printed programme says (even if this means extra signs, to get people to an assembly area a long way away from what was envisaged when the programme was printed)

CHECKLIST AT THE TIME OF THE EVENT:

1. Put out the signs 2 hrs before the first start... for the volunteers from your club and maybe the 'gatecrashers' who come too early!
2. Have enough signs with you, of decent quality, and enough string so that they won't swing around.
3. Put out the large rectangular 'ORIENTEERING' signs(with arrows) at every intersection where there is a change of direction.
4. Use the big signs as much as possible, remembering that newcomers won't understand "O"; or the red and white squares.
5. Only use the small square signs after the big ones have cleared up any doubt; they are really only to confirm that you are on the right track.
6. Measure 500m back from the final turn, for the big 'O turn 500m sign'; you may need 2 if people are coming from different directions.
7. Are "runners on the road" signs needed anywhere?
7. Are extra signs necessary for the exit from the event ?

Prepared by John Lyon & Jenny Casanova based on suggestions by George Reeves