Hospitality Head Count & Identifier Worksheet

This worksheet is used to 1) Clearly identify what positions will receive hospitality and at which sessions of the swim meet, 2) Note what "identifier" (if any) will be used for each position to identify them to hospitality meet workers as one who should receive food and drink, 3) Generate a total head count of who will receive hospitality at the meet, and 4) Note the actual number served by position at or after the meet.

Instructions for *Total Hospitality Head Count by Session* (table below): The table will be completed last. Add together the totals from the shaded tables below to determine how many will need to be fed each session. Label each column in the "Session" row. You may choose to dedicate one column to each session, or to group same count sessions like Prelims, Finals, Distance, etc. in one column by type.

Total Hospitality Head Count by Session								
(Coaches + Officials + Meet Workers & Others)								
Session Name/Type:	Thursday (Distance)	Prelims (Fri/Sat)	Finals (Fri/Sat)					
Total Hospitality Count[!]	44	93	92					

Instructions for shaded table columns (below & next page): **Identifier**: If used, list the "identifier"* that position will have on deck to mark them as one who should receive hospitality. **Where fed**: Note if this position will be fed on deck or in another location. **Session _____:** Mark the session name or type (If needed, see explanation on session types above.) If more than three sessions, or types of sessions, use additional worksheets. **Planned:** Number expected to fill that position during that session **Actual**: The actual number of people served in that position at that session. **Notes**: For notes (if needed.)

Position: COACHES	Identifier*	Where fed?	THU (Distance) Planned	Actual	PRELIMS (2) Planned	Actual	FINALS (2) Planned	Actual	Notes
Coaches	wristband	On deck	20	NA	40	NA	40	NA	
TOTAL COACHES			**20**		**40**		**40**		

Position: OFFICIALS	Identifier*	Where fed?	THU (Distance) Planned	Actual	PRELIMS (2) Planned	Actual	FINALS (2) Planned	Actual	Notes
Meet Ref	uniform	Hosp. Room	1		1		1		
Admin Ref	uniform	Hosp. Room	1		1		1		
Deck Ref(s)	uniform	Hosp. Room	1		2		2		
Starter(s)	uniform	Hosp. Room	1		2		2		
Chief Judge(s)	uniform	Hosp. Room	1		2		2		
Stroke/Turn	uniform	Hosp. Room	8		12		11		
Admin Officials	uniform								
Other	wristband								
TOTAL OFFICIALS			**13**		**20**		**19**		

Position: MEET WORKERS & OTHERS	Identifier*	Where fed?	THU (Distance)		PRELIMS (2)		FINALS (2)		Notes
			Planned	Actual	Planned	Actual	Planned	Actual	
Announcer	wristband	On deck	1		1		1		
Computer Operator	wristband	On deck	1		1		1		
Timing Console Op.	wristband	On deck	1		1		1		
Office Worker(s)	wristband	On deck							
Runner(s)	wristband	On deck	1		1		1		
Clerk of Course	wristband	On deck	1		1		1		
Other Admin?	wristband	On deck							
Meet Director	wristband	On deck	1		1		1		
Volunteer Coordinator	wristband	On deck	1		1		1		
Head Timer	wristband	On deck	1		1		1		
Timers	wristband	On deck	0		16		16		
Program Sales	wristband	On deck	0		2		2		
Awards	wristband	On deck	0		Combined w/ program sales		Combined w/ program sales		
Meet Marshal(s)	wristband	On deck	2		3		3		
Hospitality Workers	wristband	On deck			2		2		
Check-in Table	wristband	On deck	1		1		1		
(Others?)	wristband	On deck							
"Floater"	wristband	On deck			1		1		
TOTAL MEET WORKERS & OTHERS			11		33		33		

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