**ILLINOIS SWIMMING CHAMPIONSHIP**

**MEET HOST REMINDER CHECKLISTS**

*We suggest that you initial and date when each item is completed*

**AWARDS CHAIR**

**1. Awards**

* Ordered by ISI
* Sent by vendor approximately one week from event
* A list of what you should receive will be sent to you from ISI
* Extra medals will be included so you will be able to swap out any broken medals and deal with ties
* Contact ISI immediately if missing or inventory numbers do not match list
* Check against event list in the meet entry packet

**2. Awards Schedule**

* Developed by Age Group and Senior Vice Chair and published in meet entry packet

**3. Unused Awards**

* Post meet return to ISI unused awards
  + Mark clearly the name of the meet
  + Add count and place
  + Return to the ISI office