

CLOTHING PLAN &

WELCOME BAG TEMPLATE

European Athletics EVENT

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1. EA Officiating Persons
	1. Clothing

Name, picture (if not available, drawing or colour to mention), and size range (female, male, unisex to specify) by gender for each clothing item distributed:

* 1. Welcome bag

Picture (if not available, bag description and colour to mention), and detailed content (description and brand) for the welcome bags distributed to this group:

* 1. Process
		1. Sizes collection

Who is the person responsible for collecting such information?

When and how will be collected the sizes for this group?

What is the deadline to collect such information?

* + 1. Delivery

Where will be located the clothes for pick up?

When will they be delivered to this location?

Where will be located the welcome bags for pick up?

When will they be delivered to this location?

When will this group be able to pick-up their clothes?

When will this group be able to pick-up their welcome bag?

* + 1. Exchange

What is the process when sizes don’t fit and have to be exchanged?

Who this group should get in touch with for such exchange?

1. EA Service Partners
	1. Clothing

Name, picture (if not available, drawing or colour to mention), and size range (female, male, unisex to specify) by gender for each clothing item distributed:

* 1. Process
		1. Sizes collection

Who is the person responsible for collecting such information?

When and how will be collected the sizes for this group?

What is the deadline to collect such information?

* + 1. Delivery

Where will be located the clothes for pick up?

When will they be delivered to this location?

When will this group be able to pick-up their clothes?

* + 1. Exchange

What is the process when sizes don’t fit and have to be exchanged?

Who this group should get in touch with for such exchange?

1. LOC
	1. Clothing

Name, picture (if not available, drawing or colour to mention), and size range (female, male, unisex to specify) by gender for each clothing item distributed:

* 1. Welcome bag (if applicable)

Picture (if not available, bag description and colour to mention), and detailed content (description and brand) for the welcome bags distributed to this group:

1. National officials
	1. Clothing

Name, picture (if not available, drawing or colour to mention), and size range (female, male, unisex to specify) by gender for each clothing item distributed:

* 1. Welcome bag

Picture (if not available, bag description and colour to mention), and detailed content (description and brand) for the welcome bags distributed to this group:

1. Volunteers
	1. Clothing

Name, picture (if not available, drawing or colour to mention), and size range (female, male, unisex to specify) by gender for each clothing item distributed:

* 1. Welcome bag

Picture (if not available, bag description and colour to mention), and detailed content (description and brand) for the welcome bags distributed to this group:

1. Welcome bags content

Below are all the items (name, brand, quantity) for each group who receives a welcome bag: