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| Document | Heat Sheet Construction - NPDSC Job Description |
| Version | 2.0 |
| Date | July 7, 2007 |

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| *Job Name | HEAT SHEET CONSTRUCTION |
| Summary | Construct heat sheet and obtain copies for Championship meet. |
| Pre-Meet | <input type="checkbox"/> Obtain "Heat Sheet Contest Winner" cover sheet for meet. <input type="checkbox"/> Construct acknowledgement page per site and meet. <input type="checkbox"/> Construct acknowledgement page for contest winner per site and meet. <input type="checkbox"/> Obtain heat sheets (condensed to 3 columns per page) from computer person for site. <input type="checkbox"/> Turn around time is quick so arrange with Minuteman Press ahead of time to indicate when you will be bringing in and when you will need copies. <input type="checkbox"/> Make "Naked" heat sheets copies (no cover) for workers based on instructions for "Heat Sheet Construction." <input type="checkbox"/> For each Classic meet make 250 – 350 copies depending on the size of meet. <ul style="list-style-type: none"> • 2005 numbers – NC AM – 260, NC PM – 220, NV AM – 300, NV PM – 275 • 75 (70 for 5 team Classic) "naked" copies for coaches and workers – these are copies minus cover and 1st 2 pages <input type="checkbox"/> For City meet make: <ul style="list-style-type: none"> • Friday night: 145 "naked" heat sheets (minus cover and 1st 2 pages) 200 heat sheets • Saturday: 155 "naked" heat sheets (minus cover and 1st 2 pages) AM Session – 325 heat sheets PM Session – 325 heat sheets 56 pre-meet info packets |
| Prior to Start of Meet | <ol style="list-style-type: none"> 1) Provide Heat Sheet Sales with Heat Sheets. 2) Provide "Naked" Heat Sheets to workers based on instructions. 3) Provide Heat Sheets to coaches. |