

Printing Officer

- Maintain records, printing equipment and supplies.
- Liaise with course planners and establish printing timeframe.
- Receive map files and ensure completeness and quality printing.
- Estimate print numbers, print maps, and produce control descriptions.
- Send print files to the reserve printer when necessary.
- Supply printed copies to the planner prior to the event.
- Supply SI files to computer operator.
- Supply files for preparation of RouteGadget or Livelox.
- Return printed map files for inclusion in the NOC Map Archives.
- Send map print costs to Treasurer