

EVENT CHAIR CHECKLIST

TASKS	NOTES
PRE EVENT	
<p>Contact Specialty Chiefs At least 1 week prior to the event, send out an email to the specialty chiefs and confirm that their area is covered. See additional information, after the chief title.</p>	<p>One free entry is given to the Course Designer. Specialty Chiefs DO NOT receive free entry.</p>
<p>Chief of Equipment (supplies): Joe Goeke Will make sure Trailer gets to the Event</p>	<p>joegoek@gmail.com</p>
<p>Chief of Course: Tim Weidemann Course designer will generate and bring course maps for the event. Confirm with the course designer about set-up prior to the event.</p>	<p>tweideracing@gmail.com</p>
<p>Chief of Insurance: Gretchen Weidemann Chief will contact Chair with names of the steward(s). Chief will email the COI to the Event Chair(s) Once received print two copies and post in timing and reg.</p>	<p>gretchen.weidemann@gmail.com</p>
<p>Chief of Waivers: Marshal Hill Confirm that Waiver Chief has arranged for opening gate at 7am and has both early morning shifts covered. Chief will make sure wrist bands and waiver sheets are on site.</p>	<p>hill.marshal@gmail.com</p>
<p>Novice Chair: Joe Stowell Confirm Novice Chair will do guided course walk</p>	<p>joe.stowell@gmail.com</p>
<p>Novice Instruction: Theron Langel</p>	<p>theronlangel@gmail.com</p>
<p>Chief of Registration: Deb and Scott Engler Confirm Chief will print timing cards and bring registration equipment</p>	<p>popscotty4@gmail.com</p>

<p>Chief of Workers: Gretchen Weidemann Confirm Chief will be at Registration to assign workers and determine run order</p>	<p>gretchen.weidemann@gmail.com</p>
<p>Chief of Tech: Dieter Beldi Confirm Chief will setup Tech area and recruit workers</p>	<p>dieterbeldi@comcast.net</p>
<p>Chief of Timing: Aaron Pailthorp Confirm Chief will setup and maintain the timing system during the event</p>	<p>apailthorp@gmail.com</p>
<p>Chief of Scoring: Kristina Rothe Confirm Chief will audit competition run groups</p>	<p>rothekristina@gmail.com</p>
<p>Chief of Sound: Stephen Bagnell Confirm Chief will setup sound meter and bring Log Sheets</p>	<p>stephenkeithbagnell@gmail.com</p>
<p>Trophies: VACANT Will ensure trophies are available for presentation</p>	
<p>Social Media: Cory Tomoyasu Confirm Chief is posting information about event</p>	<p>corytomo@gmail.com</p>
<p>Communications: Dante Zannoni Confirm Chief is sending registration confirmation email to entrants</p>	<p>dz@dante-zannoni.com</p>
<p>Teardown Chair needs to announce at drivers meeting and toward end of runs have announcer remind people...</p>	<p>Everyone cleans up, course workers from last run group help stack cones after final car, empty trash cans in dumpster, ensure all equipment is returned to the trailer</p>
<p>Sani-cans and Dumpsters First event in Packwood only: Confirm with Solo director that sani-cans and dumpsters have been delivered.</p>	
<p>(Optional) Arrange a post-event gathering spot</p>	

AT THE EVENT

Arrival: Arrive on site early. Make sure waivers, registration, course, and timing set up is on track. Have Chief contact info list.

Delegation: Bring checklist to event—delegate work. Chief of Waivers can open gate (or assign). Otherwise obtain code.

Insurance: Post insurance certificate at Timing and Registration.

- Print 2 copies of COI.
- Post one on SCCA Trailer (Clipboard located at the front near the table).
- Post second one at Registration table.

Signage: Set up sign boards for key locations (Tech, Reg). *Stored in Trailer.*

Announcements: Make clear and timely announcements—keep event moving. Can ask someone else to make announcements.

Drivers' Meeting (Start by 9:00 AM):

- **Reference Drivers' Meeting Notes**
- Prior to meeting, announce time/location over PA.
- Emphasize mandatory attendance. (Exceptions: Registration, Worker Assignments, Tech, Chief of Timing, Chief of Grid).
- Keep meeting to 10-15 minutes.
- Welcome; mention this is run by volunteers.
- Review all highlighted items in Meeting Notes.

Trophies: Located in the trailer. Trophy presentation should be performed immediately following the AM session for ALL classes. Scoring Chief should print results after the audit is complete or access results online

Wrap Up: Event (including clean-up) goal should be to complete by 5:00 PM.

- Verify all timing and course equipment is properly put away/packed in the trailer (including Reg tables/Canopies/Sandwich Boards).
- Garbage to dumpsters.
- Gate closed/locked (or arranged with last person out).
- Chair is last one out (or assign lock-up person who texts confirmation).

POST EVENT

Follow-up: Follow up with Chiefs. Make note of any issues, concerns, or needs.