Event Chair Checklist

TASKS	NOTES
PRE EVENT	
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.	One free entry is given to the Course Designer. Specialty Chiefs DO NOT receive free entry.
Chief of Equipment (supplies): Joe Goeke Will make sure Trailer gets to the Event	joegoeke@gmail.com
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.	tweideracing@gmail.com
Chief of Sanctions (Insurance): Charly Spyksma Will email the COI to the Event Chair(s) Once received, print two copies and post in timing and reg.	nwrsolorules@gmail.com
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.	hill.marshal@gmail.com
Novice Chairs: Theron Langel and Joe Stowell Confirm Novice Chair will do guided course walk	theronlangel@gmail.com joe.stowell@gmail.com
Chief of Registration: Matt Kukuvka Confirm Chief will print timing cards and bring registration equipment	mkukuvka@gmail.com

Chief of Workers: Gretchen Weidemann Chief will contact Chair with names of the Safety Steward(s). Confirm Chief will be at Registration to assign workers and determine run order	gretchen.weidemann@gmail.com
Chief of Tech: Dieter Beldi Confirm Chief will setup Tech area and recruit workers	dieterbeldi@comcast.net
Chief of Timing: Aaron Pailthorp Confirm Chief will setup and maintain the timing system during the event	apailthorp@gmail.com
Chief of Scoring: Kristina Rothe Confirm Chief will audit competition run groups	rothekristina@gmail.com
Chief of Sound: Stephen Bagnell Confirm Chief will setup sound meter and bring Log Sheets	stephenkeithbagnell@gmail.com
Trophies: Dante Zannoni Will ensure trophies are available and help with presentation	dz@dante-zannoni.com
Communications: Dante Zannoni Confirm Chief is posting information about event and sending registration confirmation email to entrants	dz@dante-zannoni.com
Teardown Chair needs to announce at drivers meeting **and** toward end of runs have announcer remind people…	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
Sani-cans and Dumpsters First event in Packwood only: Confirm with Solo director that sani-cans and dumpsters have been delivered.	
(Optional) Arrange a post-event gathering spot	

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 in SCCA Trailer (On cabinet just inside the side door). • 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.