

EVENT CHAIR CHECKLIST

TASKS	NOTES
<i>PRE EVENT</i>	
Contact Specialty Chiefs Two weeks 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 Insurance and Workers: Gretchen Weidemann Chief will contact chair with names of the steward(s). Chief will email the form to the event chair(s) once received print two copies and post in timing and reg.	gretchen.weidemann@gmail.com
Chief of Course: Tim Weidemann Chosen course designer will generate and bring course maps for the event. Confirm with course designer about set-up prior to the event.	tweideracing@gmail.com
Chief of Registration: Deb and Scott Engler	popscotty4@gmail.com
Chief of Tech: Dieter Beldi	dieterbeldi@comcast.net
Chief of Timing: Aaron Pailthorp	apailthorp@gmail.com
Chief of Waivers: Marshal Hill Chair confirm that waiver chief has arranged for gate open in mornings	hill.marshall@gmail.com
Chief of Sound:	
Chief of Equipment (supplies): Joe Goeke - Will make sure Trailer gets to the Event	joegoek@gmail.com
Chief of Trophies:	

Novice Chair: Joe Stowell	joe.stowell@gmail.com
Chief(s) of Setup/Teardown: VACANT Chair needs to announce at drivers meeting and toward end of runs have announcer remind people of the specific list. Have people sign up by the end of third runs if you want everyone to clean up. If you wait to see if there are afternoon runs after the run group, there will likely be 5-10 people cleaning up (totally your choice)	Everyone cleans up Post and Provide checklist for participants
Sani-cans and Trash Dumpsters First event in Packwood only: Confirm with Solo director that sani-cans and trash 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.
- 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 Checklist**
- 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. Timing Chief should print results.

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

- Verify all timing and course equipment is properly put away/packed in the bus (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

Check-in: Check in with Chiefs. Make note of any issues, concerns, or needs.