



Autocross/Race Event Checklist

Event Date: _____ Sanction Number(s): _____

Event Chairperson: _____

Prior Event Chairperson: _____

Items to accomplish prior to Event:

- Appoint Chairperson for each Event Sanction
- Appoint Co-Chairperson for each Event Sanction
- Appoint Leadpersons to assist with tasks below

Registration Leadperson: _____

Items to have on hand at Event:

- Pens/Pencils
- Cash Box/Change (Separate from Food Services Cash Box)
- Registration Forms
- Tech Inspection Forms
- Verify Permanent Car Numbers with Club Governor Prior to Event

Timing Leadperson: _____

Items to verify prior to Event:

- TagHaur Timer Functional
- Computer/Timing Program Functional
- Timing Lights Functional
- Scoreboard Functional
- Wire Leads Functional & in Good Repair

Course Worker Leadperson: _____

Items to accomplish prior to Event:

- Coordinate Design of Course for Event
- Verify Condition of Cones for Use on Course Prior to Event
- Verify Sufficient Quantity of Cones on Hand for Course Prior to Event
- Coordinate Course Set-up Prior to Event

Event Flyers/Registration Forms: _____

Items to accomplish prior to Event:

- Create Flyers/Registration Forms

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- Submit Flyers & Forms to Trail Talk Editor**
- Submit Flyers & Forms to WebMaster for inclusion on Club website**
- Mail Flyers to Interested Clubs**

Jonnie-on-the-Spot Order: _____

Delivery to be scheduled for day prior to Event

Pickup to be scheduled for day after Event

Trailer Delivery to Event Location: _____

Trailer to be delivered to Event location evening prior to Event

Trailer to be returned to Sig's evening after Event is complete

Supplies Runner: _____

Items to check/purchase prior to Event - verify need with Leadpersons as required

- Timing Printer Labels**
- Blue Painters Tape**
- Batteries for Radios/Timing Lights**
- Chalk/Drywall for Course Marking**
- Trash Bags**
- Colored Dot Stickers**
- BTCC Stickers (for helmet inspections)**
- Gasoline/Oil for Generator**

Food Services Leadperson: _____

Items to check/purchase prior to Event

- Grill Fuel/Operation Condition**
- Hotdogs**
- Brats**
- Buns**
- Condiments**
- Sodas**
- Water**
- Chips**
- Hand Sanitizer**
- Napkins**
- Cash Box/Change (Separate from Registration Cash Box)**
- Tongs**
- Aluminum Foil**
- Ice**

Tech Leadperson: _____

Items to have on hand at Event

- Pens/Pencils**
- Work Gloves**
- Colored Dot Stickers**

- Aluminum Floor Jack and Jacking Pucks (at Chairman's option)**
- BTCC Helmet Inspection Stickers**

All Leadpersons are responsible for recruiting additional help prior to and during event as necessary.

Rev. 04/18/09