

E. J. Bayliss - EVENT CHAIR CHECKLIST
for SFR Solo2 2006 Round 10 Championship
Father's Day Charity Event
18-JUN-2006

PRE-EVENT

Find course designer(s) – James Creasy/Charlie Davis
Get Insurance Certificate - Pilar Miranda (assumption)
Put out notice for course set-up volunteers (via Team.Net) – James (Wed. 14-JUN)
Arrange for Motor Home delivery to site – Barry through Les Brown
Arrange for Safety Steward – Bryan Nemy
Check on Registration – Steve Kupper
Check on timing cards pick-up (Check with Pat Kelly) Robin Yang
Check on supplies (Gypsum, wallboard, fuel for generator, ?) Barry
Write check list for Drivers¹ Meeting - Follows
Print out copies of Run Group Schedule – Barry
Review & bring RuleBook – Barry
Arrange Rookie Course Walk – Alan Gruner
Arrange Port-a-Potties – Jeremy Rine
Arrange Food Service – Jeremy Rine

DAY OF EVENT: SET-UP

Post insurance certificate – Check when motorhome picked up
Set-up course, verify course design & Safety Steward – -James
Set-up grid(s) – James
Set-up displays, timers – ??Don Ebaugh??
Set-up computer for scoring/Registration - Robin Yang/Steve Kupper
Announce walk-through, drivers¹ meeting, rookie course walk - James
Be sure tech. for Run Group 1 is happening on grid – James (Mark Mervich)

DAY OF EVENT: RUN GROUPS

Announce close of grid, end of course walk - James
Announce and hold drivers¹ meeting – James
Start event – James (car at line before 9:00 AM)
Announce grid open/close for run groups - (n/a)
Check registration for worker sign-up - Combine Groups if necessary - James

DAY OF EVENT: TEAR DOWN – Barry / Team COOPER

Call for help before end of last run group (or announce Fun Runs) -
Take down course -
Take down registration EZ-Up -
Take down timers, displays, etc. -
Load motorhome -

DRIVER'S MEETING TOPICS

GENERAL - James

Special site notes if any
Number of runs/closing time
Keep area clean
NO speeding, NO tire scrubbing
Mention help with tear down
Mention rookie course walk, lunch course walk
Remind registration and tech. close times
Talk about Silent Auction – Barry
Talk about Raffle – Barry
Talk about “Buck-a-Cone” fund and (is time allows; two bucks a fun run fund) - Barry

SAFETY - James

NO speeding (limit is 10 MPH), NO tire scrubbing
NEVER turn back to car
Watch yourself and children in paddock
Photographers need permission from event chair and spotter
Be aware of Karts in paddock and grid

COURSE WORKING - James

Always watch cars; NEVER turn back to cars
Don't sit, don't talk excessively, DO NOT use cell phones
Demonstrate the use of the red flag
Watch back end of cars for cone movement
Describe a DNF
Describe cone penalties (what counts and what does not)
Demonstrate how to communicate penalties by hand, by radio
Reminder to stop for timing slip
Quick turn-around: listen for announcements, tech. early, be ready