

2020 NWR-SCCA

REGIONAL SERIES EVENT CHAIR CHECKLIST

	TASKS	NOTES
PRE EVENT		
	<p>CONTACT SPECIALTY CHIEFS</p> <p>Two weeks prior to the event, send out an email to the specialty chiefs to remind them of the event and confirm that their area is covered. For specialty areas that require additional information, instructions are detailed after the chief title.</p>	<p>One free entry is given to the Event Chair. Specialty Chiefs DO NOT receive free entry.</p>
	<p>CHIEF OF INSURANCE AND SAFETY STEWARDS: CHARLIE MORALES</p> <p>Chief will contact chair with names of the steward(s) for AM and PM sessions. CHIEF will email the form to the event chair(s) once received—(see “AT THE EVENT” for additional notes)</p>	<p>gretchen.weidemann@gmail.com</p>
	<p>CHIEF(S) OF COURSE: KIT GAUTHIER</p> <p>Chosen course designer will generate and bring course maps for the event. Confirm with course designer about set-up prior to the event.</p>	<p>tweideracing@gmail.com</p>
	<p>CHIEF OF REGISTRATION: CHARLIE MORALES</p>	<p>NWRSoloDirector2019@gmail.com</p>
	<p>CHIEF(S) OF TECH (S) DIETER BELDI; (NS) CHARLES AGGENBACH</p>	<p>Dieter.W.Beldi@boeing.com and Charles.aggenbach.us</p>
	<p>CHIEF(S) OF WORKERS: (S) EWELINA SZARKOWICZ (NS) GRETCHEN WEIDEMANN</p>	<p>Gretchen Weidemann – nwrsolodirector@gmail.com Ewelina Szarkowicz - edszarkowicz@gmail.com</p>
	<p>CHIEF(S) OF TIMING: S: Chris Pollock NS: Joe Goeke</p>	<p>Joegoeke@gmail.com - need Chris Pollock's email.</p>

CHIEF(s) OF GRID: S: Keith & Kristi Brown NS: OPEN	Keith Brown - kb_solo2@yahoo.com Kristi Brown - phantomneo@yahoo.com
CHIEF(s) OF WAIVERS: OPEN	
CHIEF(s) OF EQUIPMENT: KEVIN DIETZ	wattphun@aol.com
CHIEF(s) OF TROPHIES: NICOLE WARGO	Nsargent22@gmail.com
NOVICE CHAIRS: (NS) ALLEN ANDERSON (S) BILL ZERR	Bill – zewerr@centurylink.net Allen – theronlangel@gmail.com
CHIEF(s) OF SETUP/TEARDOWN: OPEN	Make sure ALL cones and equipment are stored and organized in the same manner when you arrived on site.
<p>ARRANGE FOR A BUS DRIVER</p> <p>The SCCA Solo bus needs to be driven to and from the event. Ask the chief of workers or other chiefs for the names and contact info of who may be interested or willing to drive the bus – contact these people first. In the event that no one volunteers, email out an all call to Nwautox list.</p>	For the 2020 season we will rent BSCC equipment. This should have been pre-arranged by the Solo Director.
<p>SANI-CANS AND TRASH DUMPSTERS</p> <p>Packwood: Season order already placed—don't need to do anything</p> <p>BMP: Sani-cans and trash are already on site and included in the rental.</p>	
CONTACT THE CHIEFS OF EQUIPMENT REGARDING SUPPLIES	

	<p>ARRANGE FOR CONCESSIONS/FOOD (OPTIONAL)</p> <p>For both sites, it is important to contact the providers early so that they can prepare.</p> <p>Packwood: No concession options available.</p>	***NOT FOR 2020***
	<p>ARRANGE A POST-EVENT GATHERING SPOT (OPTIONAL)</p>	***NOT FOR 2020***
AT THE EVENT		
	BRING CHECKLIST TO EVENT—REMEMBER TO DELEGATE WORK!	Arrive on site early enough to oversee morning set up/registration/tech; open gate at 7am
	REMEMBER TO BRING KEY CODE FOR LOCK	Contact the Solo committee chair for this information – Charlie Morales - cmorales98102@gmail.com
	<p>POST INSURANCE CERTIFICATE IN SCCA SOLO BUS AND REGISTRATION</p> <p>SCCA bus: Clipboard is located at the front of the bus near the driver's seat. Look for the large alligator clips. One copy to registration check-in.</p>	
	SET-UP SIGN BOARDS FOR KEY LOCATIONS (TECH, REG, GRID, ETC.)	
	MAKE CLEAR AND TIMELY ANNOUNCEMENTS—KEEP EVENT MOVING	

<p>Conduct Drivers' Meetings</p> <p>Attending the Driver's Meeting is mandatory for everyone except:</p> <ul style="list-style-type: none"> • Worker Assignment Workers • Registration Workers • Tech Workers • Chief of Timing • AM Chief of Grid <p>Keep meeting to 10-15 minutes</p> <ul style="list-style-type: none"> • Welcome • Mention Series and Novice Program sponsors • Site: rules, boundaries, and waivers • Intro specialty chiefs (ask to hold applause to end) • Intro safety steward(s) • Grid, course, and boundary rules • Review course worker instructions—preferably have novices come up after driver's meeting. Don't hesitate to ask Novice Chairs to conduct this "mini-meeting" • Call to grid and course workers 	<p>See the driver's meeting checklist for specifics</p> <p>Prior to meeting, announce time and location of the driver's meeting over PA – please do multiple announcements over course of the day. Please emphasize mandatory attendance – e.g., "All drivers must attend the drivers meeting. The only people that are excused from the drivers meeting are those who worked registration, worker assignments, tech, and the chief of timing."</p> <p>Morning driver's meeting should be at 9:00 AM; PM meeting should start at 1:15 PM or 45 minutes after the last car finishes for the AM session-whichever is later</p>
<p>DETERMINE NUMBER OF RUNS – MINIMUM OF 3</p> <p>Remember, both morning and afternoon get the same number of run. Ideally, each run group per session is NO MORE than 1.5 hours. Pay attention to length of course, number of competitors and any issues before determining number of runs. Make decision PRIOR to beginning of third runs of the first heat.</p>	<p>During the first morning group time how long it takes to complete the first set of runs and then the second set of runs – this will help you determine the number of runs</p>
<p>CONDUCT TROPHY PRESENTATION</p> <ul style="list-style-type: none"> ● AM: 15 minutes after morning run group are completed (approx. 12:45pm). ● PM: At conclusion of event after Solo bus and trailer is packed (prior to any fun runs!) 	<p>***NO TROPHIES FOR 2020***</p>
<p>EVENT (INCLUDING CLEAN-UP) SHOULD BE COMPLETE AROUND 5:00PM</p> <p>Event chair(s) recruit PM run group to help clean-up. PM timing crew packs timing equipment. Garbage can trash bags collected, tied off, and thrown into dumpster.</p>	<p>Verify that all equipment is properly put away and/or packed in the bus- including Registration tables/Canopies/Sandwich Boards, etc.</p>

Post Event		
	<p>CHECK-IN WITH PM CHIEFS</p> <p>Make note of any issues, concerns, or needs</p>	
	<p>MAKE NOTE OF ANY LOW SUPPLIES</p> <p>Notify Chair(s) of Equipment of supply needs so they can be ready for next event.</p>	