

The following list of items is the checklist needed for sponsoring an autocross with the RRR/PCA. Please check with the club president, chief steward, and safety chair for any updates & suggest individuals that will help and co-sponsor with you.

All current club positions, president, chief steward, safety chair, etc are posted in the front of the newsletter or on our website, <http://www.roadrunner-region-pca.org/official.htm>

- Schedule the event a minimum of 3 months in advance, this will allow time to announce in newsletter the day, time of drivers meeting, how lunch is handled, check for conflicting events, and ask webmaster to post the website.
- Contact the site for the autocross and confirm it is available, and reserve its use.
- Arrange to have someone write up and send in the PCA Observer's Report to PCA National Office.
- Contact the current insurance chair and insure the event will be covered.
- Draw your course layout; there are many good layouts available as starting points. You are encouraged to make your own up.
- Send your course layout to the safety chair for approval.
- Coordinate that the following equipment and support is present on the day of the event:
 - Cones & score board. The club will pay \$100.00 plus gas for events within 50 miles of Albuquerque, and \$200.00 plus gas for events outside 50 miles of Albuquerque for the person who will drive these items to and from the event.
 - Timing equipment and people to run it.
 - Radios (charged) & safety equipment.
 - Tables, registration paperwork & people to man this table at your event.
 - How lunch is handled; sack lunch or is the venue offering for sale.
 - If port-a-potties are needed, they have been ordered and delivered.
 - Arrange to have someone take photos of the event for the newsletter and website.
- Event day organizing:
 - Lay out cones and have safety chair drive course to give final approval.
 - Registration set up and manned.
 - Course maps available for all drivers
 - At registration split drivers into 2 even random run groups.
 - **Assign** corner worker stations, timing, starter, scoreboard, grid master, and trainers.
 - Flip a coin and decide 1st and 2nd run groups.
 - **Assign** by either random drawing of numbers or some other random method the run order.
 - Have drivers meeting, explaining the timing of the day's event, have safety chair speak and perform group walkthrough of course.
 - Have all instructors identify themselves and have all first time drivers identify themselves.
 - All first time drivers **must** have an instructor with them a minimum of their first run and it is suggested that the instructor ride with them for all runs.
 - Remind everyone that all participants are expected to work a corner / worker position and to stay for the full day to help.

- At the end of the event all equipment will need to be picked up and returned to storage.
- Contact Treasurer and have venue & cone hauler paid.
- Write a 300 word article for the newsletter, including names of notable participants and other descriptive (weather, location, action of interest, etc.) Write it in MS Word and submit within one week of the event.
- Have photographer send photos to newsletter editor and webmaster within one week of the event.
- Have fun! Be Safe!