

205_RMR EVENT CHAIRPERSON'S GUIDELINES 2015 REGISTRATION CHECKLIST

The Registrar for your event will need the following information in order to set up online registration:

- Name of Event
- Date of Event
- Location of event including directions if applicable
- Short description of event –a copy of your newsletter article is the preferred summary information
- Time and duration of event if applicable
- Event chair contact information – phone number(s) and email address

Other

- RMR has established standard schedules for DE events at High Plains Raceway (HPR) as follows. This information will be required for autocrosses and other events as applicable.
 - o pretech dates and locations (DE Pre-Tech dates set by the year by Pre-Tech chair)
 - o time gate opens (5pm Friday before the event for HPR events)
 - o time registration opens (7:00 am for HPR events)
 - o time for tech at track (7:00 am for HPR events)
 - o time of drivers meeting (8:00 for HPR events)
- RMR has established a standard cost structure for all driving events see section 106_RMR Event Fees and Rewards 2015.
- If there are additional costs or fees to be included, you will need to provide that information. This would include such items as:
 - o Meals
 - o Lodging - tours
 - o Shirts or other event promotional items
 - o Charity contributions
- Date registration closes
 - o For driver education events, registration will close @ 11:59pm on the Monday prior to the event.
 - o For most other driving events (autocross, rally, tour) it is preferable to close registration @11:59pm of Wednesday prior to the event
 - o For dinners, registration may need to be closed at a different time in order to meet deadlines for headcounts
- Any other pertinent info (concessions available, meal location before tours, etc.)
- For HPR DE's billing to credit cards will be delayed until the Tuesday before the event.

For HPR DE's the event Chief Driving Instructors will confirm participants for the event, assign them to run groups and assign instructors if needed. Preference will be given to those signing up earliest and PCA members.

For events other than HPR DE's - Non-PCA Members are typically allowed to register for all RMR events. PCA members are allowed to register as soon as on line registration opens. The Registrar may confirm as they register. Non-PCA members can also register as soon as registration is open. The Registrar will wait list them until 2 weeks before the event. Two weeks before the event the Registrar, with consultation from the Event Chairs if needed, will decide how many of the Non-PCA Members can attend the event and confirm them.

Nancy Warren assigns all permanent car numbers for RMR. She will provide a list of available permanent and temporary numbers to the Registration committee for cars that have not yet been assigned a car number.

The Registrar for each event will provide a final accounting of funds collected at the track, number of participants, cancellations, and any credits / refunds issued. This information will be updated in the online registration system and will be accessible to the club's treasurer who will provide the event chair

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with the final financial performance for the event. The Event Registrar will deposit all cash and checks in the Club account at a Wells Fargo Branch Bank. And, the Registrar will inform the Club Treasurer of the deposit.

Registrars will be assigned for each event and will work closely with the event chair during the entire event planning process.