

<b>Pre-Event Tasks</b>	
Assign Drivers to Run Groups in MotorsportReg	
Ensure that co-drivers are in different run groups	
Assign Instructors to Drivers in MotorsportReg	
Look for instructors who only want to drive, not instruct	
Assign Classroom Instructors for each day	
Collaborate with Event Chairs to select event schedule from templates	
Solicit/beg for additional instructors as necessary	
Communicate regularly with event chairs & registration	
<b>Items to Take to Event</b>	
PC Projector for classroom	
Laptop for classroom (or ensure that instructor is bringing one)	
DE Logbooks for new students	
Driver evaluation forms	
Instructor wristbands (stored in container at HPR)	
Report of Drivers & Cars by Run Group from MotorsportReg	
Report of Instructors w/ student assignments for use at morning check-in	
Clipboard, pens, paper	
Black Flag Station Log Form – record all black flag station visits	
Run Group Change Log Form – record all run group or soloing changes	
Expanded Passing Log Form – who can take a student in Orn or Blk	
Outline of topics for morning drivers meeting	
<b>During Event Tasks</b>	
Assign someone to set the cones out on track	
Pick up radios from equipment chief	
Check-in with Control and Pit & Grid personnel	
Give projector, log books, etc. to classroom instructor(s)	
Be available to answer questions near pavilion prior to drivers meeting	
Present CDI materials at morning drivers meeting	
Present CDI materials at optional lunch-time drivers meeting	
Allocate & Log up to 5 slots for instructors to take students in Orn & Blk	
Check, Council & Log all stops at black flag station	
Review, Approve/Deny & Log run group and solo changes	
Manage instructor swaps & additions where needed or appropriate	
One CDI is always listening to radio & near black flag while track is hot	
Complete incident report forms if necessary, inform President & lead CDI	
Assign lead, mid & follow cars for lunch time ride speed control (<60MPH)	
<b>Post Event Tasks</b>	
Turn in radios to equipment chief	
Send copies of all forms & logs to Lead CDI	
Pick up projector, log books, etc. from classroom instructor(s)	
Note any potential end-of-season award winners	
Ensure that cones are picked up	
Return CDI Stash Box, PC projector, wrist bands, etc. to RMR storage container	