

EVENT CHAIR TIMELINE AND CHECKLIST

Rewritten by Vicki Cox-Jones 2019

Event Name: _____ **Location:** _____ **Date:** _____

4 Months prior to Your Event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> • Newsletter article 'piquing' interest 	<ul style="list-style-type: none"> - For RMR due before the 15th of month PRIOR to publication. For AMR due before the 5th of the month PRIOR to publication. (Indicate registration fee (DEs \$325 for 2 days, \$225 for 1 day) (AX \$45).) 	Event Chair	
<p>Check to be sure your event is on the calendars; Region, Zone, PCA National. To get on National calendar you will need to contact the 2nd VP with the information you want listed.</p>	<ul style="list-style-type: none"> - Helps in selling the event. 	Event Chair	
<p>If you plan on having a Saturday night dinner start planning now. At HPR you must contact Mo at 303-619-9633 for catering.</p>	<ul style="list-style-type: none"> - Helps you with budgeting, as this needs to be added to the budget. 	Event Chair	

3 months prior to Your Event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> Contact CDI-Chief and Tech Inspection Chief 	<ul style="list-style-type: none"> Need information on who your event CDI's are and where the Pre-tech Locations are for your Newsletter Articles. 	Event Chair	
<ul style="list-style-type: none"> 2nd Newsletter article 	<ul style="list-style-type: none"> For RMR due on 15th of month Prior to publication. 	Event Chair	
<ul style="list-style-type: none"> Make any revisions to budget provided by Treasurer for any discretionary items. Submit revisions to Board via 2nd VP. If you can make the board meeting that is encouraged, even if it is via phone. 	<ul style="list-style-type: none"> RMR Board meeting is the second Tuesday of each month. 	Event Chair	
<ul style="list-style-type: none"> Send your event information to the Registrar (includes pricing for dinners or shirts). 	<ul style="list-style-type: none"> The registrar will be working with you to get your event details and open the event to on-line Registration (opens 2 months prior to the event). 	Event Chair	

2 Months prior to Your Event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> 3rd Newsletter article giving all the details 	<ul style="list-style-type: none"> For RMR due before the 15th of the month prior to publication. Article should be sent to Newsletter Editor, and a copy to 1st VP for E-Blast. Courtesy copy to 2nd VP. 	Event Chair	
<ul style="list-style-type: none"> Social Media 	<ul style="list-style-type: none"> If you are on Social Media, place an announcement about your event. Or contact Social Media person Rodrigue Roche. 		
<ul style="list-style-type: none"> Contact Standing Committee Chairs. In general, the Chairs of these committees will insure that the functions of their committee will be executed for your event without the need for you to do anything. However, you should contact the Chair early in your planning and again the week before the event to be sure everything is on track. 	<ul style="list-style-type: none"> Equipment 	Event Chair	
	<ul style="list-style-type: none"> Chief Driving Instructor 	Event Chair	
	<ul style="list-style-type: none"> Registrar 	Event Chair	
	<ul style="list-style-type: none"> Tech Inspection / Pre-tech 	Event Chair	
	<ul style="list-style-type: none"> Safety 	Event Chair	
	<ul style="list-style-type: none"> Timing (if timed event) 	Event Chair	
	<ul style="list-style-type: none"> Grid 	Event Chair	
	<ul style="list-style-type: none"> Control 	Event Chair	

2 Months prior to Your Event (Cont.)

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> Recruit volunteers to coordinate other event activities. Volunteer positions offer a good opportunity to involve those who have not participated in the past. 	- Photographer	Event Chair	
	- Observer	Event Chair	
	- Refreshments	Event Chair	
	-		
<ul style="list-style-type: none"> Plan out refreshments 	- Develop a list of food, beverages, ice, napkins whatever and get an estimated cost. Who is going to buy the beer & wine???	Refreshments Person/Event Chair	

1 Month prior to Your Event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> Provide status report to 2nd VP who will forward this report to the Board. 	- RMR Board meeting is the second Tuesday of the month.	Event Chair	
<ul style="list-style-type: none"> Confirm PCA Insurance has been ordered for pre-tech (DEs) and event. Arrange to get Certificate from PCA through Insurance Coordinator 	- No Insurance Certificate = No event...	Event Chair	

<ul style="list-style-type: none"> • Think about contacting other car clubs with information about your event. 	<ul style="list-style-type: none"> - If registration is running low you may want to advertize your event to BMW, Audi, Mini... Clubs, see section 105 Communications Channels. 	Event Chair	
<ul style="list-style-type: none"> • Contact 1st VP about additional E-Blasts. 	<ul style="list-style-type: none"> - Upon monitoring the registration you may decide with the 1st VP to send additional E-blasts to get more participants. 	Event Chair	

2 Weeks prior to Your Event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> Contact Standing Committee Chairs and volunteer coordinators again to confirm all is in order. (This is a good time to let your refreshment chair have the registrar's estimate of attendance.) 	- Equipment	Event Chair	
	- Chief Driving Instructors	Event Chair	
	- Registrar	Event Chair	
	- Safety	Event Chair	
	- Tech Inspection – Pre-tech	Event Chair	
	- Tech Inspection - Event	Event Chair	
	- Control	Event Chair	
	- Grid	Event Chair	
	- Observer	Event Chair	
	- Refreshments	Event Chair	
	- Photographer	Event Chair	
	-	Event Chair	
	-	Event Chair	
	-	Event Chair	
	- Staging (if timed event)	Event Chair	
- Scoring (if timed event)	Event Chair		
- Timing (if timed event)	Event chair		
What...	Why or information...	Who does...	Status

<ul style="list-style-type: none"> Confirm that PCA insurance has been issued for pre-tech. Arrange to get a copy of the insurance certificate. 	<ul style="list-style-type: none"> Insurance Certificate must be posted at On-Site Registration... 	Insurance Coordinator/ Event Chair	
<ul style="list-style-type: none"> Contact venue 	<ul style="list-style-type: none"> - Confirm dates and times. - Confirm venue will be unlocked. - Ask about any last-minute changes. <p>Confirm Ambulance (steve.mcmillan@westernambulance.net). Double check schedule and location.</p>	Event Chair	
	-		
<ul style="list-style-type: none"> Confirm dinner with Mo. 	<ul style="list-style-type: none"> - Contact Mo with “final” numbers for dinner. 	Event Chair	

One week before event

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> Registration closes on at 11:59 p.m. the Monday before the event. 	<ul style="list-style-type: none"> - Registration will close on Monday at 11:59 pm . 	Event Registrar	
<ul style="list-style-type: none"> Monitor, verify, help, seek help... 	<ul style="list-style-type: none"> - Stay in contact with the Registrar, CDI's, Web Master, all your volunteers to make sure everything is ready. 	Event Chair	

Event Weekend

Friday Afternoon

What...	Why or information...	Who does...	Status
<ul style="list-style-type: none"> • Double check ambulance 	<ul style="list-style-type: none"> - Only if there is any uncertainty 	Event Chair	
<ul style="list-style-type: none"> • Offer assistance to Equipment Chair for set up. 	<ul style="list-style-type: none"> - Load equipment from storage and take to the track or other event venue as needed. <i>RMR Equipment for track events is stored at HPR.</i> 	Equipment Chair	
<ul style="list-style-type: none"> • Check Waivers at HPR 	<ul style="list-style-type: none"> - Be sure gate workers have PCA Waivers at noon on Friday. 	Event Chair	
<ul style="list-style-type: none"> • POST INSURANCE In Classroom 	<ul style="list-style-type: none"> - Must have insurance posted during the event. This will keep you from having to remember it Saturday. 	Event Chair	
<ul style="list-style-type: none"> • Stop and think. Check your timeline for anything you missed 	<ul style="list-style-type: none"> - Relax and have a beer. Everything will be OK... 		

Saturday – Early

Opening the Track	What to Check	Who	Completed
There are a couple of things you must do but your main job now is to stay out of the way, trust but verify.	Gate person in place with waivers	Early gate person	
	Tech inspection people are in place.	At track Tech Inspection chair	
	Registration ready to go.	Registrar	
	Coordinate Announcements with Control	Event Chair and Control	
	Stage Water for Event Participants and Corner Workers	Refreshments Chair	
	Refreshments / Food Set	Refreshments Chair	

Drivers' Meeting	Welcome Participants, Thank Event Workers, mention charity and noon-time track tours... 5 minute limit!!	Event Chair	
The Event Chair runs this meeting. It is critical that this meeting is kept short and only essential items are covered. A detailed agenda is included in this guide.	CDI and Safety will speak. Announce them and let them speak.	Event Safety Chair	
	Announce the charity and let the charity person to have some brief words on the charity.		
	Other Announcements / Closing	Event Chair	
	Remember everybody wants to get out on track!		

What...	Why or information...	Who does...	Status
Cars to the Track Once the event starts the functions of event are handled by CDI, Safety and Control. Make sure Observer is in place. Make sure ice and water are available for participants during the event.			
	Observer's report	Observer/Safety Chair	
	Ice refreshments, Observer's report	Refreshment Chair/Event Chair	
	Set out water	Refreshment Chair/Event Chair	

Saturday after Track goes cold

What...	Why or information...	Who...	Status
Beer 30	Be sure everything is out for refreshments	Refreshments Chair	
	Give out door prizes, awards, if any. Thank all the volunteers	Event Chair	
End of Day			
	Clean up	Equipment Chair and Event Chair	

Sunday - Early

	What	Who	Status
<p>A repeat of Saturday unless the event is to be timed. The extra steps involved in a timed event are detailed on a later page.</p>			
	Post Insurance Certificate at Registration	Registrar and Event Chair	
	Coordinate Announcements with Control	Event Chair and Control	
	Stage Water for Event Participants	Refreshment Chair	
	Drivers' Meeting	Event Chair/CDI/Safety Chair/Timing Chair if timed event	
	Timed Event (Supplemental Activities as Needed for a Timed Event)		
	Ice Refreshments	Refreshment Chair	
	Beer 30	Event Chair and Refreshment Chair	
	Prepare a simple inventory of beverages left over for next event. Pass to next chair.	Event Chair	
	<p>Sunday Late in day</p>	Collect Original Waivers from Gate for Saturday and Sunday	Event Chair to Registrar.
Collect Documents to Provide to Treasurer and CDI. Spin Log, Control Sheets, Insurance, and any Invoices.		Registrar, Control and Event Chair. Registrar puts together packet for Treasurer and CDI.	
Clean up Refreshments and Trash		Refreshment Chair	
Close Track		Equipment Chair and Event Chair	

What...	Why or information...	Who does...	Status
----------------	------------------------------	--------------------	---------------

Extra Steps for Timed Events	Timed Event – Drivers Meeting in Afternoon as Required	Start or Timing Chair	
	Assign staging volunteer	Timing Chair	
	Timing set up	Timing Chair	
	Grid for timed runs	Staging	
	Timing Sheets filled out	Scoring	
Timing prepares a spread sheet summary of the event and sends to News Letter Editor and Web Master.	Important to Participants...	Timing Chair	
Web Master posts and sends email to Event Chair and Registrar	Teamwork...	Web Master	
Registrar sends email to participants and volunteers pointing them to where the results are posted.	Communication...	Registrar	

Later ...

<p>A permanent (8 years-?) record of your event will be created and maintained by the Treasurer. Your job is to get all the materials to them. And, remember to reward your volunteers with a big THANK YOU!!!</p>	What	Who	Status
	Fees to Treasurer	Registrar and Event Chair	
	Results to Timing and News Letter Editors	Timing	
	Registration forms to Treasurer	Registrar	
	Waiver forms to Treasurer – pick these up from the gate.	Event Chair	
	Follow up article with thank-yous and photographs Send to AMR&RMR News Letters, Zone Rep and other New Letter Editors and Web Masters	Event Chair	
	Check to be sure the Observer’s Report has been filed on PCA National website.	Event Chair	
	Fill out the Post Event Report on PCA National Website	Event Chair	
Final Financial Report at next board meeting. Submit all expense reports as soon as possible after event.	Event Chair with Treasurer		
Final Article	Send your final article with lots of pictures to newsletter editor.		
Fill out Event volunteer list	Email the list to the membership chair (Holly Jackson hobars911@msn.com)		

Special note for Ladies Day/Novice DE - Have extra water and fire extinguishers. We were lucky last year, but we don’t want to have any possible problems.