

**AUTOCROSS
EVENT MARSHAL CHECKLIST**

- A. Request event date from the Activities Chairman.
- B. Select the Assistant Event Marshal.
- C. Request the event site. Have the Activities Chairman/Secretary officially request the location. Secure a site for the social following the event.
- D. Obtain a SOLO I and II Rulebook and SIR/SCCA Competition Regulations. Read and study.
- E. Work with the Assistant Event Marshal to:
 - 1. Design course.
 - 2. Plan publicity (Publicity Chairman).
 - 3. Arrange sponsorship (if available).
 - 4. Lay ground work for committees.
 - a. Course set up.
 - b. Safety.
 - c. Public address.
 - d. Scoring system/timing crew.
 - e. Clean up.
 - 5. Discuss and "special" rules for the event; entry fee, pylon penalty, and trophies.
- F. Design and order any dash plaques. (Work with the Assistant Activities Chairman.)
- G. Have committee meetings. Make sure committee heads are aware of needs and responsibilities.
- H. Schedule club equipment and trailer at event site with the Activities Chairman.
- I. Secure and clean up event site.
- J. Set up course. Check for safety.
- K. Make sure all committee heads are present and handling assigned responsibilities.
- L. Open Tech Inspection and Registration.
- M. Have driver's meeting.
 - 1. Announce officials, including the safety crew.
 - 2. Announce bump order, run order, number of runs.
 - 3. Announce guest/novice parade lap.
 - 4. Fun runs?
 - 5. Announce grid procedures.
- N. Close down course.
- P. Clean up course and event site.
- Q. Write thank you letters.

Revisions incorporating all prior amendments:

June 8, 1981

Barry Schonberger

June 14, 1985

Fred Pendley

March 18, 1986

Fred Pendley

December 1, 1990

Bob Sonntag

March 28, 1997

Bob Sonntag