

12 Car Organiser Checklist

Before the Event

- Get the route approved by the Route Liaison Officer (RLO)
- Contact Competition Secretary to get permit from the motorsport governing body (e.g., MSA) and Insurance
- Discuss with Treasurer a system for checking entry payments
- Send event details to the website and magazine (at least 6 weeks before)
- Publish and send out the event regulations (Regs) from template online.
- Check all equipment is available (control boards, time cards, signage)
- Do a route check for road closures or hazards

Final Weeks Before the Event

- 4 Weeks to Go:
 - Confirm insurance and permit status
 - Have navigation documents checked
 - Ensure equipment is confirmed with the Club's Equipment Officer
- 2 Weeks to Go:
 - Recheck the route for any last-minute changes
 - Finalise marshals' instructions and competitor documents
- 1 Week to Go:
 - Double-check all permits and insurance are ready

On Event Day

- Do a final route check and set up control boards
- Ensure entry payments have been confirmed by the Treasurer
- Make sure marshals and officials are in position
- Run the event and keep team updated

After the Event

- Check and confirm event results (including Marshalls) and send to:
 - Competitors
 - Competition Secretary
 - Championship and Awards Secretary
 - Magazine and website editor
- Confirm all entry fees and costings with the Treasurer
- Gather and return equipment