

## **Complete by 7:30AM**

- Set up Waivers.
- Set up the speakers.
- Set up Registration.
- Set up Tech Inspection.
- Announce that Registration and Tech Inspection are open.

## **Complete by 8:15AM**

- Set up the Course and verify timing and displays work.
- Announce that the Course is open for walking.

## **Complete by 8:30AM**

- Announce that Registration closes in half an hour at 9:00.

## **Complete by 8:45AM**

- Announce that Registration closes in 15 minutes at 9:00.

## **Complete by 9:00AM**

- Announce that Registration is closed.
- Announce that Tech Inspection closes in 15 minutes at 9:15.
- Announce that the Novice Walk begins in 20 minutes at 9:20.
- Event Chair begins working with Registration to set up heats and run order.

## **Complete by 9:15AM**

- Announce that Tech Inspection is closed.
- Announce that the Novice Walk begins in 5 minutes.

## **Complete by 9:20AM**

- Novice walk begins.

## **Complete by 9:30AM**

- Heats and run order set up and printed.

## **Complete by 10:00AM**

- Start the drivers meeting.

## **Complete by 10:15AM**

- Send first heat drivers to their cars and first heat workers to the Worker Chief.