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Weeks/Days Ahead	Date	Come and Take It 2020 Activity List	Organizer Chair	Rallymaster	Registrar	Safety Steward	Lead Car	Sweep Car	Photographer	Date Done	By Whom
16	12/7/19	Pick a Theme for your rally	Х	Χ							
16	12/7/19	Name your rally	Х	X							
16	12/7/19	Choose a Starting Point	X	X							
16	12/7/19	Establish a Finish Point  Rough out the proposed route on a map, details may be added	Х	Χ							
16	12/7/19	later	Х	Х							
16	12/7/19	Select a date with minimum conflicts	Χ	Χ							
16	12/7/19	Select a start time	Х	Х							
16	12/7/19	Develop a rough flyer that may be updated later	Х	Х							
16	12/7/19	Develop a rough budget based on past events	Х	X							
16	12/7/19	Give the rough budget to your local board	X	X							
16	12/7/19	Calendar event with the local board  Set up online registration of the event: Chris Alvarado at	Х	Х							
15	12/14/19	calvarado@clubregistration.net phone 512-431-3143	Х								
15	12/14/19	Add ClubRegistration.net URL to rally flyer	Х								
15	12/14/19	Finalize the End Point permission and accommodations	^	Х							
15	12/14/19	Fnalize the Start Point permission and accommodations		X							
		Print sanction forms by found in the "Road Rally Rules &	1	,,							
14	10/12/19	Documents" portion of the SCCA website.	Х								
14	10/12/19	Fax sanction forms to sanction@scca.com along with a flyer	Х								
	1	Calendar your event with National, Jeanne English at									
14	12/21/19	ean21@juno.com	Х								
14	12/21/19	Calendar your event with you local Southwest division,	Х								
	12/21/10	Sasha Lanz at alanz1@juno.com	_^								
14	12/21/19	Send flyer to sowdivscca.com via the "webmaster" under	Х								
4.4	40/04/40	the "SOWDIV CONTACTS" drop down menu									
14 13	12/21/19	Map development of the rally route	~	Χ							
13	12/28/19 12/28/19	Start passing out rough fliers  1st Run of the rally route for feasibility	X ?	Х			?	?			
12	1/4/20	Email flyer to newsletters and websites	Υ	^				!			
12	1/4/20	Email flyer to sales@pointslocal.com	Х								
		Email flyer to									
12	1/4/20	http://www.austinchronicle.com/gyrobase/EventSubmission	Х								
12	1/4/20	Email flyer to motortexas.usa@gmail.com	Х								
12	1/4/20	Email flyer to Austin Chronicle Website under "Submit and	Х								
12	1/4/20	event" on their top menu bar	^								
12	1/4/20	Email flyer and cover letter to drwilfong@gmail.com (Austin Statesman Cars Section)	Х								
12	1/4/20	Update preliminary route based on first dry run		Х							
		Assign two people for 2nd Run of Road Rally Route 1) confirm		^							
12	1/4/20	instructions, 2) look for clues.		Х							
11	1/11/20	Print the rally flyer with sanction number. Use old flyers until	Х								
	1711720	they are all gone.  Drop off flyers at Miata, Honda, BMW, Porsche, and MINI									
11	1/11/20	Cooper dealer service windows	Х								
11	1/11/20	Email flyers to Tejasmiatas and Hill Country Porsche Club	Χ								
10	1/18/20	Make corrections to the rally route based on input from the 2nd run,		Х							
10	1/18/20	Complete the Preliminary Route Instructions		Χ							
10	1/18/20	Complete the Preliminary General Instructions		Χ							
9	1/25/20	Assign two people to make the 3rd run confirming route and looking for clues.		Х							
8	2/1/20	Send rally information available Hot Lines	Х								
8	2/1/20	3rd Run of Road Rally Route to confirm clue/route accuracy.	?	Х	?	?	?	?	?		
7	2/8/20	Recruit workers	Х								
7	2/8/20	Update the Preliminary Route Instructions based on 3rd Run		Х							
6	2/15/20	Order Awards	Χ	Ė							
	-	•	•			_					

6	0/45/00	Enguro Pouto Instructions (PI) are complete	I		I					I	
6	2/15/20	Ensure Route Instructions (RI) are complete		X							
6	2/15/20	Keep handing out Flyers		Х		-					
6	2/15/20	Keep contacting any other car clubs not already listed.				-					
5	2/22/20	Ensure Registrar, Rallymaster, Lead Car, and Sweep Car	Х								
	0 /00 /00	committed.									
5	2/22/20	Send letter to Highway Patrol and Sheriffs along the route	Χ								
5	2/22/20	Assign people to run the rally route for the 4th time if one is		Х							
5	2/22/20	needed.									
5	2/22/20	Assign people for optional 4th run of the Rally Route		Χ							
4	2/29/20	Send reminder to workers with time, date, flyer, etc.	Х								
	0/00/00			.,			_	•			
4	2/29/20	4th and Final (hopefully) Run of the Rally Route for final checks		Х	?	?	?	?	?		
		Final revision General Instructions to correct any errors									
3	3/7/20	uncovered in the pre-checks		Χ							
						$\vdash$					
3	3/7/20	Final revision Route Instructions to correct any errors		Х							
		uncovered in the pre-checks									
3	3/7/20	Final Run of rally route to confirm route, look for clues, and					Χ	Х			
Ŭ	0/1/20	prepare to fill out the GRA Safety Check Report					<i>^</i> `	, ·			
2	3/7/20	Person on the Final Run needs to fill out the GTA Safety					Х	Х			
3	3/1/20	Check Report that can found on the SCCA website.					^	^			
_		·									
3	3/7/20	Safety Steward to review and sign GTA Safety Check Report				Х					
		Send information packet to all entrants that includes 1) letter of									
2	3/14/20		Х								
2	3/14/20	introduction, 2) Rally Flyer, 3) General Instructions, 4) Entry	^								
		Form, 5) Minor Waiver									
2	3/14/20	Create "Scorecard" from data of registered applicants	Χ								
2	3/14/20	Plan options for weather delays	Χ	Χ							
1	3/21/20	Contact Start Location with the approximate number of rally	Х								
'	3/21/20	people to expect	^								
		Contact Finish Location with the approximate number of rally									
1	3/21/20	people to expect	Х								
		Update and complete the Safety briefing and print out one copy									
1	3/21/20	for copying with the Route Instructions	Χ	Χ							
4	2/24/20		V								
1	3/21/20	Print out Awards for this rally on heavier paper than normal	Х								
1	3/21/20	Update "Driver Scorecard" from data of newly registered	Х								
		applicants									
1	3/21/20	Send reminder emails to all registrants	Χ								
1	3/21/20	Confirm all workers and give them final instructions		Х							
1	3/21/20	Obtain needed supplies for this road rally		Χ							
1	3/21/20	Print extra copies of General Instructions for walk-ups		Χ							
•	5,21,20	Print Extra Copies of Route Instructions with the General		- ,							
1	3/21/20	Instructions, letter to Police, Safety Briefing, and rally flyer on		Х							
'	3/21/20			^							
	0/04/00	the backs of the Route Instruction sheets.							-		
1	3/21/20	Print extra Registration Forms		Х							
		The Big Event									
Reg	3/28/20	Start PointRegistration Set-up	Χ								
Reg	3/28/20	Start Point Registration Take pictures	L	L	L	L		L	Χ		
Reg	3/28/20	Start Point Registration Register all competitors			Χ						
Reg	3/28/20	Start Point Registration All cars have current insurance			Х						
		Start Point Registration All cars have current inspection									
Reg	3/28/20	stickers			Х						
<del></del>	1	Start Point Registration All drivers have current driver's		<del>                                     </del>		$\vdash$			$\vdash$	<b> </b>	
Reg	3/28/20	=			Х						
بّ		licenses		_		$\vdash$			_		
Reg	3/28/20	Start Point Non-SCCA members complete the Weekend			Х						
, vog	3,23,20	Membership Form		L	Ľ	L			L		
D	2/20/02	Start Point Lead Car Leaves as the Safety Briefing is					V				
Reg	3/28/20	Starting					Х				
Reg	3/28/20	Start Point Safety Briefing	Χ	Х		Х					
Reg	3/28/20	Start Point Release Cars		X		Ė					
		Start Point Call End Location with the number of people to		Ĥ						1	
Reg	3/28/20	1	Х								
<u> </u>	1	expect		-		$\vdash$			$\vdash$		
Reg	3/28/20	Start Point 5 minutes after last car leave, Sweep Car leaves to						Х			
		close the course and assist lost cars							Щ		
Reg	3/28/20	End Point Score Entrants as they arrive	L	Χ	L	L			L		
Reg	3/28/20	End Point Tally scores and decide winners		Χ							
		End Point Present awards starting with last place to build									
Reg	3/28/20	suspense		Х							
Reg	3/28/20	End Point Update the "Driver Scorecard"	Х								
Reg	3/28/20	End Point Take Pictures	┝	1	1	H			Х		
Reg	3/28/20	End Point Take Pictures  End Point Share the comradery of the moment	Х	Χ	Х	Х	Х	Х			
	13/40/40	TETIC FORTH Share the Contradery of the Moment	^	^	_^_	_^_	^	_		Ī	i l

		Immediate Follow ups	ı						1	
After	4/4/20	Write article with results and sent to newsletter editor.	Х							
After	4/4/20	Write article with results and send to website.	X							
After	4/4/20	Write article with results and send to Facebook	X							
After	4/4/20	Write article with results to send to all workers	Х							
After	4/4/20	Write article with results to send to region's board officers	Х							
After	4/4/20	Fill out SCCA Road Rally Audit Form and print it out	х							
After	4/4/20	Send scanned Form and article to Sanction@scca.com, attn. Jamie Mullin.	х							
After	4/4/20	Send \$45 Social Road Rally payment to Sanction@scca.com	х							
After	4/4/20	Call Stephane Perry at 800-770-2357 or 785-357-7222-357 if you want to pay by credit card.	х							
After	4/4/20	Send weekend membership forms to SCCA National Office			Х					
After	4/4/20	Send list of participant's addresses and phone numbers to region's mailing list keeper	Х							
After	4/4/20	Contact Chris Alvarado at ClubRegistration.net, 512-431-3143, and request funds from this event.	х							
After	4/4/20	Return all equipment used in the rally		Χ						
		Additional Follow-Ups								
After	4/11/20	Send waivers to regions' registrar for archiving.			Х					
After	4/11/20	Send entry forms to region's registrar for archiving.			Х					
After	4/11/20	Submit financial report to Lone Star Board of Directors at their next meeting.	Х							
After	4/11/20	Get payment from online registration	Х							
After	4/11/20	Send all income and bills to treasurer.	Х							
After	4/11/20	Update region's Social Road Rally training matrix	Х							
After	4/11/20	Compile Lessons Learned	Х	Х	Х	Χ	Χ	Χ	Χ	
After	4/11/20	Update Lone Star Region Rally Handbook.	Х	Х						
After	4/11/20	Take a deep breath, it's over!	Х	Х	Χ	Χ	Χ	Χ	Х	
			-							
	1									