

TEMPLET – FOR SUGGESTIONS OR IDEAS FOR REGIONS

This gets generated by Race Chair Person, and gets sent out to your Committee and Chiefs (including Stewards for the event) – This is a great way of communication among everyone involved and you can see who is doing what. So if anyone comes – driver, crew, spectator and asks questions, pretty much anyone can answer – if you are all the same page.

MAJORS: DATE

Work in Progress/to be adjusted – as of

What needs to be done	Task	Who to do it?
Announcer Phone # Email Address	Do we need a second announcer?...empower the 1 st announcer to make a decision, and let them suggest and ask who they recommend. They should be encouraged to talk about this at the meetings	Paula
Phone Call to Photographer	Needs to call Track for credentials Additional Person needed? #B -We will need to take podium picture. If that is the Photographer who will take pics of cars on track at that time? #C-Ask Committee if there is someone willing to take this on? Family member, College Student? #D-Gail –National to bring her camera	Paula
Phone Call to any Trade Schools	Interest in sending Volunteers – Wear Trade Shirts advertisement Have School post flyers around for volunteers with a contact person that you are dealing with from the school, or if there is a student willing to take on the responsibility. Contact for a BUS to bring students ?	Paula List contact person, phone number, email address
Phone Call to Track about Fire Arms	Fire Arms No Fire Arms.....its posted	AJ
Shirts-		
MAJORS Logo		Les
Hotels	Reserve – National	Paula Listed on STC website Listed on Pitt Race website
Golf Carts	Color Code Laminate Who the Golf Cart belong too.	Paula
Golf Carts (Driver Info. Trailer to handle the keys) (Carts to be parked	6 needed: 1-Paula – Truck 1-Medic – Truck	Mark – Done List who vendor is with Phone #

under tower)	1-Tech – Truck 1-Media – 4 Passenger 2 Extra for Officials (1 for National)	Cost:
Food	– NEED ESTIMATE OF PEOPLE – Banquet room to hold 350 Friday Lunch: Mike to pick up Ham and Cheese/Turkey and Cheese sandwiches, chips cookies Cost per person Friday Dinner: Paula to get Pizza Saturday: Cater to have Ham bq sandwich or cold Italian sub, chips, cookies cost per person Saturday Dinner: Chicken Tenders, macaroni & cheese cabbage & noodles, Italian beef w/peppers green bean almandine, fruit salad, ice cream cost per person Sunday Lunch	Bill and Chris GO OVER MENUS Need to have totals to Caterer 2 weeks prior <u>Location for Dinner:</u> <u>Banquet Room</u>
Beer	Where do we get this	Bill
Ice	Where do we get this	Bill
Water	Stored in Garage	Done – Bill We need water at Tech / Gail
Phone Call	Hoosier – List phone number contact person Good Year – BFG - Tire People – making sure they stay thru luncheon Sunday Make sure they bring POWER	AJ
Goodie Bags	Swag from donations (150 Volunteers)	Paula
Anyone that may want to advertise on website or put flyer into drivers packet	Who is it, phone and email	Paula
Blast	From Motorsports Reg regarding “Needing assistance” Email Blast to go out to all Northeast Drivers list received from National	AJ/Beth What is going to be announced?
Blast	Re: availability to rent “Go Carts” age 15 & up	Beth
Forums	Announcing MAJORS	AJ

Pace Cars`	Possible 3 Person coming from Glen to assist where needed in Driving Pace Car	Mike ? Who is supplying the cars
Number of members for each specialty – names	Making sure we are covered	Paula –Requesting from Chiefs.
New members that may join at MAJORS	Getting the “Packet” from National	Paula
Jaguars	Invite Jaguars Don extended the information	
Sound Control	Who is it, all equipment good?	Paula/ Gary
Special Signs	Sound SANDWICH SIGN...Spector Parking – Scales – Open/Closed Tech – Open/Closed Impound / ALL Officials Only Please Banners: Driver Info Tech Registration (open and closed) Grid Driver Info.	AJ
MAJOR BANNER for display at a previous event	Advertisement to get specters	??????
Pitt Lane	Need additional person One Tech person	Paula
Driver Info. Trailer this is from SOLO	Need to Staff It 91.5 Radio Station for Track Announcements	Les
Tents	Who needs them – Grid? Any other Specialty	Paula/Bill
Wavier Question e-mailed to Bill H	For Non-SCCA Members – AND Members	Paula – Done – <u>Everyone</u> MUST sign wavier at GATE
Ambulance 2	Gulf Cart in Paddock	Paula
ES	1 to be stationed at normal place 1 to be stationed at the South Track	Walt
Person collecting \$ at gate		

Spectator Parking	Need Sandwich Sign ????	
SOM	Location will be in Event Center	Paula
Radios	Rapid	Paula/AJ will have Regions Radios
Staff from National	To give out awards at Sat. Dinner	Gail
Transponders	All drivers will have their own	
Track Map -	Where Locations of Rigs go>>>>>>>>>>>>>>> Description of were needs are: Dump Oil Air Gas Bathrooms Drivers Info Trailer	Hand out when signing wavier Paula to make copies Paula: Maps made give to Beth for driver packet
Worker Camping	Grass area behind new tech area	Paula to inform Flag and Communication Chief – She sends out email blast
Garages	1 st come 1 st to get. In Supps? YES!	Paula / Done
Security Guard	Cost / When	Paula/Track to handle
Electric	Drivers need to contact track How will drivers know this? In Supps	Paula/Track to handle
Timing & Scoring – to supply qualifying and race results daily to PR manager to post on SCCA.com	2 NEW Loops – same timing as us. Decoders & Servers for both FM Radio Broadcast for Paddock Wireless throughout buildings (AJ doing) in Event Ctr. & tower	
Winners Circle	Location: at new garages PA system? Wireless? Mics? - to walk across payment?..... South Track can someone see coming thru "S"? Need Tent/EZ Up..... 2- Coolers..... 2-Tables with Chairs..... Access to water/hose sponge..... Water for drivers.....	Announcing = Name Mark Bill Barry Paula Paula

	Backdrop and Winners Stand	Mark – See Notes from National on Size
Tech	Compliance sheets Divide tech people up – 1 tech person for each groups ?? Scales -Sign when open Need to figure out flow for impound-	Tech Chief
FIRE TRUCKS		Done – Track
START	Number Boards....Do we have enough.? Do we need a white board???? What other station will need it?????	Paula to contact Start Chief
Parking	The Rigs Is this is SUPPS ?	
Registration	From National– have entry lists available for spectators	Beth
ICE CREAM COMING!!!	List Vender and location of where the truck will be	Paula

Emergency Plan from TrackTake!

Indoor space with internet connection (if available) and power for PR Manager to work on site

Station # FM is Radio Station for announcements – Need to advertise at Driver Info. Trailer

Track needs to let us know when we can get in on Thursday and start to park Rig –

Bring “Caution Tape” for Thursday to tape off Tech area

Oil Dump – Behind new garages by the electrical shed

Giving Flaggers/workers an early ½ hour time to be on track – including all emergency services

FROM NATIONAL OFFICE – GAIL

Paula has all banners and backdrop for Majors...Picked up in N.J.

U. S. Majors Tour

Series Administrator – Gayle S. Lorenz
Southeast/Northeast Conferences

Email: majorseast@scca.com

Home Phone: 252-514-2027

Mobile Phone 703-509-8930

Pittsburgh International Race Complex – August 15 - 16

LIVE TIMING

The event will be covered by Live Timing. I will have a laptop if it is needed for use in T&S. The event will be set up by the National Office. Please let me know who the T&S Chief is and their contact information and I'll send them the login and password. Les Walters – Chief – 724.863.8437 / timerles@aol.com PLEASE: "cc" Jeff Hutzelman – 412.798.332 / jhutz@cmu.edu with your information as well. Thank You!

VICTORY LAPS

Commemorative checkered flags will be provided for all class winners to have for their victory lap following the Sunday feature races. Please let me know who will distribute the flags to the class winners and I will deliver the flags to them. I will also have a checkered flag for Start to use (and keep). Start usually hands out the flags to the drivers for their victory lap – Chief of Start is: Steve Mortimer – Chief – 412.600.1025 / mortimer412@gmail.com

VICTORY CIRCLE CEREMONIES

An "Impound All" for each race group is recommended to enhance the Victory Circle ceremony on Sunday. Tech will determine what drivers they need to see and the remaining participants will be directed to the impound holding area. The top three finishers in each class will receive their trophy, champagne (or sparkling grape juice for minors) and a commemorative drivers towel. Door prizes will also be awarded for each group...winners must be present at Victory Circle to win.

Following the Saturday races we will conduct a podium lite ceremony where we will give the checkered flag to the winner and the top three finishers will receive their trophy and have a picture taken on the podium.

National will provide

- a. U. S. Majors Tour backdrop for Victory Circle - Need the size of Majors Backdrop...STC will be making a winning circle. The backdrop is 7 ½ ft tall by 8'10" wide. It has grommets along all sides and the best way to hang it is with screws and a drill. Hope this helps. Let me know if you need more info.
- b. Portable PA System
- c. Trophies
- d. Commemorative towels for the top 3 finishers
- e. I will purchase champagne/grape juice for the event.

Region will provide

- a. Operational support to the Series Administrator for set up and dismantling Victory Circle. Could you send me pictures of the VC area so I know if we'll need to use a set up similar to what you saw at Road Atlanta or if there is something that the backdrop can be attached to? Butch did this when he visited Pittsburgh Vintage...Will you be busy with other duties or have time to help me with the celebrations on Sunday.
- b. Victory Circle announcer (I have someone who has agreed to do this unless you have someone else in mind) Please use the person you have in mind. I will be making sure everyone is happy. Consider it done.
- c. Victory Circle photographer. This need not be a professional photographer and we will have a camera available if needed. – Bill Stoler will be STC photographer, Bill will have all his equipment – UPDATE: Please have backup per our discussion ... Bill will probably be out taking action shots of drivers. STC will have a camera and I believe you stated you bring a camera as well...
- d. Access to power for the PA System (120V). I will also need an extension cord for the PA.
- e. 2 Coolers with ice for champagne for Sunday (will need Saturday afternoon) Yes
- f. 2 Tables and chairs for Victory Circle workers. Yes
- g. Access to water and a sponge mop to wash champagne off backdrop and podium. Bathrooms are right there. That's convenient. I'll need a bucket for the water unless there is a hose location close.
- h. Water for drivers in Impound - Yes
- i. An EZ Up for Victory Circle. - Yes

MISCELLANEOUS

- a. We will need an indoor space with internet connection (if available) and power for PR Manager to work on-site – Does this location need to be close to you? I have gotten you a golf cart. It does not need to be close to me and thank you so much for the golf cart.
- b. If possible, make entry lists available for spectators – Yes, we have a flyer that will be handed to them upon entering...I have attached it. It explains SCCA different classes. I would also like to hand out the schedule of the groups. Great!
- c. Region T&S to supply qualifying and race results daily to PR manager to post on SCCA.com – STC will be having a Driver/Info. trailer below the tower with all race results available to drivers, and to the PR Manager – any issues or concerns can be directed there..it will be manned by one T&S person. The other part of the Driver/Info. trailer will be used for information to drivers/crew/spectators ... since it is a new track. This is awesome Paula.
- d. We may hang SCCA banners in public areas if allowed. Please let me know if there are places these shouldn't be hung. – Anywhere you want

Questions for you...

Can you explain to me exactly what will be going on Saturday evening for the dinner? Awards? Should STC be advertising drivers to stay for this ???? Answered these questions when we talked but please let me know if more questions (about anything to do with the event) come up

Start:

Steve Mortimer – Chief – 412.600.1025 / mortimer412@gmail.com

Keith Manning

Cliff McCandless

Dick Wade

Jamie Dzencelowcz

Ronald Camacho

Chris Turkall?

Grid:

Don Johnson – Chief – [bardarajoh@aol.com](mailto:-bardarajoh@aol.com)

Steve

Tait

Tech:

Dave Badger – Chief -412.603.0345 / dwbadger@geneva.edu

Working on people

Express Tech: ?????

Sound:

Gary Bargerstock – Chief – 724.527.5686 / garybargerstock@hotmail.com

Timing and Scoring:

Les Walters – Chief – 724.863.8437 / timerles@aol.com

Jeff Hutzelman – 412.798.3329 / jhutz@cmu.edu

Vicki – 724-989-3886

Registration:

Beth – Chief – 412.302.8289

Working on people

Pit Lane:

Hooter – Carey Lehew – Chief / 724.929.3934

Paula Hawthorne – 412.378.4223 / posypaulie@windstream.net