Sport Air Race League Organizers Checklist

Use this as basis for your own checklist

- Gather volunteers/managers
- Look for sponsors
- Establish entrance fees
- Make list of phone numbers
  - Racers
  - External contacts
- Public relations
  - Airport management
  - Notify locals pilots
  - Advertising flyer for distribution to local airports
  - Local news
- Timing crew (5 persons)
  - Primary, backup & spotter
  - Timer software
  - Timer sighting fixtures
- Ramp Marshall (2+ persons)
  - Parking - racers
  - Parking - transient & fixed base
- Pilot check-in (2 persons)
  - List of racers
  - Medical, license & insurance
  - Hold harmless
  - Welcome packet
  - Race info
- Logistics
  - Hotel (get group rates) & transportation
  - Friday night dinner
    - Restaurant/bar vs. hangar hangout
    - Breakfast & Lunch
- Turn point (pylon) spotters
- FBO
  - Fuel discount
  - Make sure fuel/fuelers available
  - Hangar deals
  - Emergency hangar for weather
- Race info
  - Fly the course to verify route.
  - Identify potential hazards/conflicts.Route photos - hard copy
  - Contact airport managers used as turn points
- Race procedures
  - Contact tower about departure procedure, inbound checkpoints, call signs, timing etc.

- o Radio frequencies
- Pilot's brief
  - o Safety highlights
  - o Taxi procedures
  - o Departure procedures
  - o Course turn-by-turn
  - o Finish line
  - o Landing procedures
- Score-keeping
  - o Excel sheet (SARL) scoring software
  - o Relay person at timing station
  - o Display & print out results
- Awards
  - o Trophies vs. swag?
- Miscellaneous
  - o Speed waiver
  - o NOTAMs