

Contest Director Check List

- Plan Events
 - Start talking about it at meetings at least **4 weeks** in advance
 - Make up an announcement and send to Brian to put in the newsletter and on the web at least **5 weeks** in advance. Brian will publish it in the newsletter that precedes the event.
 - Plan Number of rounds or:
 - Events
 - Decide on starting time.
 - Decide on scoring rules (balanced rounds for some events)
 - And so on.....
 - Consult with assistant or others who are skilled in the event type.

- Field Workers: You need:
 - Cook (All events) doesn't really have to cook, can order pizza or chicken or something.
 - Scorekeeper (All events)
 - Decide if you will need a computer and inform MCD.
 - Fun Fly (depending on events usually 2 or 3 workers)
 - Old Timer (depending on events usually 2 or 3 workers)
 - Pylon (For 3 pylon race typically 9 workers)
 - Sailplane (3 or 4 workers.)

- Contest Preparation
 - Seed money for cook if needed (see treasurer)
 - Score Cards if necessary (pilfer from Sailplane League)
 - Calculator (if scorekeeping is not computerized)
 - Computerized score keeping is nice.
 - Check Equipment needs (prior to contest), report problems to field chair or VP
 - Secure Gift Certificates (see treasurer)
 - Verify beverage levels
 - Morning Coffee (can set up on timer the night before)
 - Morning donuts (CD or cook should bring)

- Set up field
 - Fun Fly (specific needs? Usually none)
 - Old Timer (usually none)
 - Pylon (Course setup)
 - Sailplane (Winches, score tapes)

- Compile results
- Write up and distribute gift certificates
- Write up a report and forward to newsletter editor
- **Forward Scores to Master CD**