



KIDS CHAMPIONSHIP POWER RACING ORGANIZATION

October 2013

Checklist for organizing a weekend race event:

1. **FIND SPONSORS.** The goal is to get a **MINIMUM** of \$1,000.00 per race event in sponsorship funds, with a targeted amount of sponsorship funds closer to \$1,500.00 per event. A one-day race event averages about \$2,000.00 in expenses. Race fees collected per event vary, but average \$500 to \$600. Get the money in advance of the race. If you have a new sponsor, get digital artwork for the sponsor sign.
2. **FIND LOCATION FOR DINNER AND AWARDS.** Once we get closer to the race season we can estimate how many people to plan for. It is always best if the awards location is in close proximity to the race site. Make appropriate arrangements with the establishment. We need to let the establishment know the approximate time we will be arriving, the approximate number of people, the number of tables needed for awards, etc. Inquire as to whether they will offer anything special for meals or prices for the KC PRO-East group.
3. **OUTHOUSE.** Make arrangements to have a portable outhouse delivered to the race site. An invoice for this item can be directed to the club treasurer.
4. **EMS, INSURANCE & RACE PERMIT.** The club treasurer will take care of these items, but you will be expected to provide assistance on these matters if requested.
5. **TRACK.** Make sure to know track requirements for length, etc. This information can be found on the ISR website (www.isrracing.org). Make sure to determine proper ice thickness when racing on a lake. Appropriate ice thickness information can be found on the Minnesota DNR website. When plowing the track, make sure to there is suitable lake access and adequate parking and staging areas.
6. **AWARDS.** The regular awards for the 2014 race season will be moderate-size trophies for 1st, 2nd and 3rd place in all classes and medals for places 4th, 5th and 6th and consolation. If you have a color preference for awards, this **MUST** be communicated in advance of the race season. If you want larger trophies or if you want trophies for more than 1st thru 3rd place, this also must be communicated in advance of the race season. **IF YOU WILL BE INCURRING ADDITION EXPENSE FOR LARGER SIZE OR LARGER QUANTITY OF AWARDS, YOU WILL BE EXPECTED TO COLLECT ADDITIONAL SPONSORSHIP FUNDS.** Contact the treasurer for additional information.
7. **TREAT BAGS.** Make sure to inquire as to the number of racers (and non-racing siblings) in order to prepare treat bags that will be given to the racers at the awards ceremony.
8. **ADVERTISING.** Contact your local newspaper, radio, etc. to advertise the event.
9. **COMMUNICATE!** It is very important to keep in touch with the officers while planning your race event. Sponsorship information needs to be shared for signs and to be included on awards.
10. **OTHER.** Anything else to make for a great race event!

REMEMBER: The officers are here to assist or answer questions, so feel free to ask. Also, ask member racers who are NOT hosting a race event for help. Everybody should be pitching in to help during the race season.