Autotest Checklist

Before an Autotest takes place, there are many elements of the event organisation that need to be considered and prepared. Use this timeline checklist, in line with our “How to organise an Autotest” guide to make sure that your Club has everything under control before the big day!

**6 months (or at beginning of year planning session)**

☐ Find venue (if you don’t have one)

☐ Assign roles in organising team within club for each event or recurring for the whole year

**3 months**

☐Confirm venue (in writing) with the landowner
☐Inform Competition Secretary of all details and permit requirements

☐ Write final Supplementary Regulations (not essential at Clubman level)

☐ Check SRs are in line with Motorsport UK General Regulations

☐ Apply for permit

☐ Arrange awards/trophies

☐ Make sure results system is set up
☐ Agree and appoint Scrutineer, Steward, and Timekeepers

☐ Launch Supplementary Regulations on website

☐ Send Supplementary Regulations to all invited Clubs

☐ Target previous entrants

☐ Promote event through email and on social media (including sharing on StreetCar Facebook Group)

☐ Arrange Marshals for event

**4 weeks**

☐ Check entries

☐ Check photographer (if applicable for your event)

☐ Double check Marshals and confirm

☐ Design time cards

☐ Complete design of tests and diagrams

☐ Reminder post on social media and email

**2 weeks**

☐ Check Permit has been issued

**1 week**

☐ Check/close entries

☐ Confirm notice board physical or electronic

☐ Print:

☐ Permit

☐ Regulations

☐ Tests

☐ Signing-On Forms (online)

☐ Make sure have a table and chairs for admin tent

☐ Arrange set up for event (arrows, signs and cones)

☐ Check awards/trophies

☐ Check venue

☐ Review items required on the day:

☐ Confirm watches or whichever timing system is being used

☐ Generator (if required)

☐ Table

☐ Chairs

☐ Gazebo and tent pegs

☐ Tripod and notice board

☐ Documents – regulations, finals, signing-on forms, permits

☐ Check Hi-Vis and flags for Marshals

**3 days**

☐ Confirm entry list and print for notice board

☐Send out final communications (email, social media, etc.)

☐ Check volunteers for Saturday set up

**1 day**

☐ Populate the notice board to display:

☐ 2x Permits (printed copies)

☐ Copy of Supplementary Regulations

☐ ‘Save the Date’ poster for upcoming events

☐ Copy of entry list

☐ Copy of finals

☐ Test schedules/timings

**On the day**

☐Set up gazebos and desk/chairs

☐Set up scrutineering area (check with Scrutineer)

☐ Put out fire extinguishers and spill kits on test sites

☐Ensure timing system is set up and running

☐ Ensure Marshals equipped and briefed

**After the event**

☐ Pay permit fees

☐ Email competitors for event feedback

☐ Thank landowner(s) and all the volunteers, officials and club members for taking part and volunteering

☐ Arrange a debrief (maybe at a club night or club meeting)