

RMR/AMR EVENT CHAIRPERSON'S GUIDELINES 2013 REGISTRATION CHECKLIST

The Registrar for your event will need the following information in order to set up online registration:

- Name of Event
- Date of Event
- Location of event including directions if applicable
- Short description of event –a copy of your newsletter article is the preferred summary information
- Time and duration of event if applicable
- Event chair contact information – phone number(s) and email address

Other

- RMR has established standard schedules for DE events as follows. This information will be required for autocrosses and other events as applicable.
 - o pretech dates and locations (DE Pre-Tech dates set by the year by Pre-Tech chair)
 - o time gate opens (6:30 am for HPR events)
 - o time registration opens (7:00 am for HPR events)
 - o time for tech at track (7:00 am for HPR events)
 - o time of drivers meeting (8:00 for HPR events)
- RMR has established a standard cost structure for all driving events.
 - o Autocross: \$35 per driver
 - o Autocross school: \$45 per driver
 - o Eiskhana: \$20 per driver
 - o Rally: \$30 per car
 - o Drivers Education events:
 - Driver 2 days: \$250 Co-driver: \$225
 - Driver 1 day: \$175 Co-driver: \$150
- If there are additional costs or fees to be included, you will need to provide that information. This would include such items as:
 - o Meals
 - o Lodging - tours
 - o Shirts or other event promotional items
 - o Charity contributions
- Date registration closes
 - o For driver education events, registration will close the Monday afternoon prior to the event.
 - o For most other driving events (autocross, rally, tour) it is preferable to close registration one week prior to the event
 - o For dinners, registration may need to be closed at a different time in order to meet deadlines for headcounts
- Any other pertinent info (concessions available, meal location before tours, etc.)

Non-Porsche's are typically allowed to register for all RMR events. Precedence is given to Porsches and non-Porsche vehicles are allowed on a space available basis 2 weeks prior to the event.

Kristie Widrig assigns all permanent car numbers for RMR. She will provide a list of available permanent and temporary numbers to the Registration committee for cars that have not yet been assigned a car number.

The Registrar for each event will provide a final accounting of funds collected at the track, number of participants, cancellations, and any credits / refunds issued. This information will be updated in the online registration system and will be accessible to the club's treasurer who will provide the event chair with the final financial performance for the event.

Registrars will be assigned for each event and will work closely with the event chair during the entire event planning process.