

CLUB RACING EVENT CHECKLIST

EVENT NAME: _____ EVENT DATE: _____

PRE-EVENT PAPERWORK

Done?	Sanction	Due 45 Days Prior to Event	Notes
	Sanction Application		
	Supplemental Regulations		
	Schedule		
	Entry Form		
	Steward's Approval		
	Sanction Fee		

Done?	Insurance	Due 14 Days Prior to Event	Notes
	Insurance Request Form		
	Insurance Deposit Payment		
	<i>* If using alternate Liability - send a copy to National Office with Insurance Request Form</i>		

POST-EVENT PAPERWORK

Done?	Sanction	Due	Notes
	Observer's Report	Due 10 Days After Event	
	Sound Reports	Due 10 Days After Event	
	Official Results	Due 10 Days After Event	
	Tow Fund, Excess Sanction, & Compliance (Nat & Reg) & Volunteer Fees (Nat,Reg,DS)	Due 14 Days After Event	

Done?	Insurance	Due	Notes
	Insurance Audit Form	Due 14 Days After Event	<i>This form must be submitted even if you did not meet the minimum participation requirements.</i>
	Insurance Audit Payment <i>*If applicable</i>	Due 14 Days After Event	

**The necessary event forms can be found at www.scca.com/club and then click Forms*