Mt. Hood Miata Club
Event Planner
Checklist

	Task	When	Done?
Prepare	Decide to host run – initial route designed (keep in mind road conditions, weather, etc.)	10 weeks prior to run	❏
	Notify and/or discuss run with Activity Director	9 weeks prior to run	❏
	Provide initial write up on run to Web Master (include general information about the type of event, estimated duration, placing were visiting, etc.)	8 weeks prior to run (more if possible)	❏
Plan	Make initial run map – write up details on route (include street names, mileage, time for a group to turn at a light, etc.)	4 weeks prior to run	❏
	Provide write-up on run to Activity Director and Web Master. (include starting point, starting time, run duration, eating arrangements, etc.)	2-3 weeks prior to run	❏
	Make final pre-run of route – double check street names, detail out mile markers, check for changes in route and possible road problems for day of run. (Provide any additional information and/or changes to the webmaster and activities director)	2 week prior to run	❏
	Obtain additional leaders for groups	2 weeks prior to run	❏
	(If appropriate) Make reservations at eating establishment	2 weeks prior to run	❏
	Obtain initial number of participants from Activity Director	1 week prior to run	❏
	(If appropriate) Re confirm eating establishment reservations	1 week prior to run	❏
Pre-Run	Get sign-in sheet from Activity Director	1 week prior to run	❏
	Obtain RSVP List from Activity Director	1 day before the run	❏
			❏
Run Day	Have everyone sign-in		❏
	Provide run details to group, including any directions, rest stops etc. prior to departure.		❏
	Count cars and number of participants		❏
	Break up cars into the appropriate number of groups, assign CB bands to be used by each group		❏
	Intermix cars without CB's into groups.		❏
	Tour Host confirms head count to sign in sheet by checking each car prior to departure. This needs to accurately confirmed for liability purposes.		❏