

## EVENT PRESENTATION

(EXAMPLE OF STRUCTURE)

For the Stewards meetings - put together a written presentation which has the headings –

Event statistics (Number of stages, length, touring information, number of sections, amount of tarmac and gravel, location and number of service areas, start and finish times, number of competitors, MSNZ seeded entries, what championship or series are being contested, makes of vehicles)

Venue (Where the event is going, general overview of facilities)

Event control (How the competition is being controlled, where HQ is, who is staffing, details of competitor tracking in place., details of timing crews, details of sweeper, Safety (what you have in place for safety, details of safety car group, details of block and spectator marshals – number and training provided, response procedure, medical facilities)

Communications (What sort of communications are used between stage starts & finishes and Rally HQ, major officials etc)

Results (How does your system work, where are they to be posted)

Scrutineering (How is the system to work, where, procedure for selecting vehicles to be audited)

Media (What facilities are provided, who is attending, are you running an accreditation system, security for media working area)

Promotion (how your event has been promoted, what forms of media have been used, how many media releases have been done, details of TV coverage, distribution of results to media post event)

**GENERAL** *Basically it is an opportunity to show off your organisation and the event you are promoting. You will find that simply preparing to do this is an interesting exercise; it is a good reality check and can ensure that you get a bit of a lift just before the event by taking time out to really consider what you and your team have achieved.*

*The presentation is usually about four pages long. We recommend that you bind it and provide copies to the Stewards – it raises the profile of your event.*