Race Meeting

Schedule of documents and information

for inclusion in Officials information packs.

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| **PART A** | | | |
| List in the boxes below documents and information that will be required for distribution. | | | |
| **Item No** | **Item description** | **Item No** | **Item description** |
| 1 | Event Supplementary Regulations Part 1 | 2 | Event Supplementary Regulations Part 2 |
| 3 | Event programme and / or timing schedule for all days of the meeting which includes scheduled times for all briefings and meetings. | 4 | Safety Plan for Event |
| 5 | Entry list (if applicable) | 6 | Copy of any other information sent to competitors |
| 7 | Official tickets and car pass | 8 | Details of preferred accommodation venues (if required for overnight accommodation |
| 9 |  | 10 |  |
| 11 | [Add as required] | 12 |  |

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| **PART B** | | | | | | | | | | | | |
| Tick items from Part A above that need to go in the appropriate Officials information pack. | | | | | | | | | | | | |
| **Official** | **Item number (from Part A above)** | | | | | | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Meeting Stewards and Event Director(s) if appointed. | √ | √ | √ | √ | √ | √ | √ | √ |  |  |  |  |
| Appointed Technical Officers | √ | √ | √ |  | √ |  | √ | √ |  |  |  |  |
| Clerk of the Course | √ | √ | √ | √ | √ | √ | √ |  |  |  |  |  |
| Assistant Clerks of the Course | √ | √ | √ |  |  |  | √ |  |  |  |  |  |
| Heads of Departments | √ | √ | √ |  |  |  | √ |  |  |  |  |  |
| Competitor Relations Officer | √ | √ | √ |  | √ | √ | √ |  |  |  |  |  |
| [List other Officials} |  |  |  |  |  |  |  |  |  |  |  |  |
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