

[This document is for guidance purposes only. It is to serve as a template as you plan for your event – the allocation of essential staff and the roles they will fulfil are at your discretion.] [DOWNLOAD EDITABLE .DOC](#)

Exhibit One – Attendees

(<250) Event with <250 total Attendees at the Facility:

- 1 x Event Organizer Senior Leader
- 2 x Event Organizer Manager
- 1 x Facility Owner
- 2 x Facility Manager
- 1 x Admission
- 1 x Public Relations
- 1 x PA Announcer
- 2 x Flagman
- 1 x Dedicated Medical Personnel – *(COVID-19 Screening Coordinator)*
- 2 x Track Preparation Crew
- 4 x Dedicated Push Trucks *(if needed)*
- 4 x Recovery Specialists in two (2) Trucks *(could serve as Push Trucks as needed)*
- 8 x Fire-Safety Specialists in Fire-Rescue Vehicle– *(could supervise COVID-19 Screening)*
- 6 x EMT-Paramedics in Ambulances – *(typically contracted through private firms)*
- 2 x Security Guard
- 4 x Core Race Officials – *(Series/Race Director, Scoring, Pit Steward, Tech)*
- 4 x Supplemental Race Officials – *(Pit Steward #2, Track Steward, Registration, Coordinator)*
- 36 x Driver
- 96 x Crew Member – *(Two (2) per race car)*
- 36 x Crew Member/Participant Guests – *(One (1) per race car)*
- 24 x Event Organizer Designated Sponsor/VIP Guests
- 8 x Broadcast Crew
- 1 x Local Government Monitor

TOTAL: 250

(<100) Event with <100 total Attendees at the Facility:

- 1 x Event Organizer Senior Leader
- 1 x Event Organizer Manager
- 1 x Facility Owner
- 1 x Facility Manager
- 1 x Public Relations
- 1 x PA Announcer
- 1 x Flagman
- 1 x Dedicated Medical Personnel – *(COVID-19 Screening Coordinator)*
- 2 x Track Preparation Crew
- 2 x Dedicated Push Trucks *(if needed)*
- 2 x Tow Trucks *(could serve as Push Trucks as needed)*
- 8 x Fire-Safety Specialists in Fire-Rescue Vehicle– *(could supervise COVID-19 Screening)*
- 4 x EMT-Paramedics in Ambulances – *(typically contracted through private firms)*
- 1 x Security Guard
- 4 x Race Officials – *(Series/Race Director, Scoring, Pit Steward, Tech)*
- 20 x Driver
- 40 x Crew Member – *(Two (2) per race car)*
- 8 x Broadcast
- 1 x Local Government Monitor

TOTAL: 100

(<50) Event with <50 total Attendees at the Facility:

- 1 x Event Organizer Senior Leader
- 1 x Event Organizer Manager
- 1 x Facility Owner
- 1 x PA Announcer
- 1 x Dedicated Medical Personnel – (*COVID-19 Screening Coordinator*)
- 1 x Track Preparation Crew
- 2 x Tow Trucks (*could serve as Push Trucks as needed*)
- 2 x Fire-Safety Specialists in Fire-Rescue Vehicle– (*could supervise COVID-19 Screening*)
- 2 x EMT-Paramedics in Ambulances – (*typically contracted through private firms*)
- 1 x Security Guard
- 4 x Race Officials – (*Series/Race Director, Scoring, Pit Steward, Tech*)
- 15 x Driver
- 15 x Crew Member – (*One (1) per race car*)
- 2 x Broadcast
- 1 x Local Government Monitor

TOTAL: 50

***Note 1:** *Event Organizer may consider staging additional non-essential Staff off-site when managing on-site Attendees to any hard cap. Off-site Staff could include specialized Facility Staff such as Electricians, IT, Maintenance, etc. that are not likely to be needed and/or, redundant/backup Staff, etc.*

***Note 2:** *Event Organizers should put careful consideration into Staff fulfilling multiple roles to reduce the total number of Attendees at the event, regardless of whether hard caps are required in their specific locale, provided that they can do so in a safe and responsible manner.*

***Note 3:** *The Fire-Safety/EMT staffing levels are for illustrative purposes only. Event Organizer should maintain levels consistent with Local, County, State and/or Insurance provider guidelines.*

Exhibit Two – Track & Facility Information

LOCATION: TBD

EVENT DATE(S): TBD XX, 2020

EVENT NAME: TBD

COMPETITION/SERIES: Series

- i. Race Car description

KEY CONTACTS

Title	Name	Cell Number	Email
Event			
Event Captain	TBD	TBD	TBD
Track Operations	TBD	TBD	TBD
Local Health Department	TBD	TBD	TBD
Senior Leadership			
TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD

CURRENT COUNTY MANDATES IN PLACE (*County*)

- i. TBD

CURRENT STATE MANDATES (*State*)

- i. TBD

FACILITY [see map below]

- i. **XX (X) ENTRANCE(S):** Pit Gate Entrance – Gate X
- ii. **ZONE 1: TBD**
 - a. Permitted Access only
 - i. TBD
- iii. **ZONE 2: TBD**
 - a. Permitted Access only
 - i. TBD

iv. **ZONE 3: TBD**

a. Permitted Access only

i. TBD

v. **ZONE 4: TBD**

a. Permitted Access only

i. TBD

*** *INSERT MAP* ***

