



Grands Timeline/Checklist

- 1/1** Submit layout of the ON CHUTE, OFF CHUTE, STAGING AREA fencing to QMA NBOD
for approval
- 1/15** Submit proposed charges to NBOD for motorhome and vendor parking for approval
- 2/15** Artwork to National Publicity Director
- 3/1** Host Club to furnish names of individuals capable of performing track official duties
Pit Steward, Fuel Administrator, Scales Administrator, Sign-in Administrator
- 4/1** Preference pitting made public
- Trophy costs, design specifics to QMA NBOD for approval
- Property rules and penalties to QMA NBOD
- Rooms reserved for NBOD and room charges submitted to QMA NBOD for approval
- Host Club to submit property rules to QMA NBOD
- QMA to furnish race procedure and format to Host Club
- 5/1** QMA National Head Scorer to provide Host Club with disc containing qualifying
Numbers, scoring sheets, and judging sheets
- 90 days prior** All plans for facilities submitted to QMA NBOD for review and approval
- 30 days prior** Regional Directors furnish names of persons for judging and scoring
- Submit to QMA President and Safety Director medical emergency plan for approval
- Submit letter to QMA Safety Director notifying the nearest fire department of the
dates of the event as well as the location of the track
- Submit any proposed changes to the Grand National Format if necessary
- Submit fueling plan to National Safety and Tech Directors for review and approval
- Submit layout of staging area to QMA Safety Director for approval