

MY RALLY PLANNING CHECKLIST

Up to six months before event

- ☐ Make hotel reservations

Up to one week before event

- ☐ Make movement/service schedule
- ☐ Send movement/service schedule to team
- ☐ Review packing list, check for items to purchase
- ☐ Buy snacks, drinks
- ☐ Find someone to feed the kitty

Before leaving home

- ☐ [See packing list]

Before the rally

- ☐ Make sure all paperwork is ready for registration
- ☐ Make sure everything is ready in the service truck, including my tool bag, change of clothes, food and drinks
- ☐ Discuss movement/service schedule with team

Car preparation

- ☐ Cockpit free of clutter?
- ☐ Intercom check
- ☐ Intercom jacks easy to reach? Well secured?
- ☐ Co-driver's bag easy to reach and secured?
- ☐ Co-driver's bag has everything? Pencils, pens, Post-its, route books, stage notes, paperwork
- ☐ Aqua pack secured? Water, snacks, change of clothes, ibuprofen, extra motion sickness medicine?
- ☐ Camera secure? Easy to operate?
- ☐ Clock/timer visible to driver?

Route-book/notes preparation

- ☐ All pages present? Printing errors?
- ☐ Stay up-to-date with changes
- ☐ Tabs for each ATC/MTC/service

- ☐ Add route book info to stage notes
- ☐ Review tricky instructions w/ driver
- ☐ Hi-lite key instructions and short distances (1 line < 0.1 miles, 2 lines < 0.2 miles, etc.)
- ☐ Add first transit instructions/tulips to end of each stage in the notes
- ☐ Write transit, stage, and total distances to next service at the beginning of each stage

Before each stage

- ☐ Double-check the check-in time
- ☐ Get route book/notes ready for correct stage
- ☐ Get stopwatch ready
- ☐ Start camera, lock diffs
- ☐ Reset tripmeter
- ☐ Secure helmets, belts
- ☐ Tell driver a little about the stage (up to 1 minute before)
- ☐ Start stopwatch @ stage start

After each stage

- ☐ Stop stopwatch @ flying finish
- ☐ Check timecard before leaving control
- ☐ Get route book; open notes to next stage and stow away
- ☐ Stop camera, unlock diffs
- ☐ Reset tripmeter if necessary
- ☐ Cool off, drink water (transit long enough to store helmets?)
- ☐ Calculate next ATC/MTC, service times
- ☐ Record stage time(s)
- ☐ Make list of service items

After the rally

- ☐ Event de-briefing with team: What went right? Wrong? Tires, etc.?
- ☐ Make notes for next year.