

## **“Pinewood Personnel” – Parent Teams Needed**

Master of Ceremonies	Keeps the event flowing smoothly, makes announcements, etc. [MC is decided in advance]
Track Operations Team	Set up the track and test it (suggest 4 people)
Tech Support Team	Runs sound system and sound effects (suggest 2 people)
Check-In Team	Checks in the Scouts and families and weighs and inspects the cars, Photo taken of Scout with parents and car, Inspects each car and certifies that it meets the rules and is ready to race, Hands out questionnaires, calendar of upcoming events, etc., Makes list of Scouts, cars, etc., and provides to award coordinators, Hands out programs (suggest 4 people)
Race Operations Team	Run the race, maintain the Starter’s Table where cars are placed until their turn to race, starts each race; monitors starting line, manages the “car table,” helps get cars ready to race, etc. (suggest 2-3 people)
Race Control Team	If using laptop, enter cars into system, determines the cars for each lane, etc. Keeps track and posts results on poster board if we have to do it manually. Tabulates results/keeps track of lane assignments. (suggest 1-2 people)
Awards Team	Coordinates award certificates (suggest 3 people)
Pit Crew	Assist with any repairs needed before or during the race (suggest 2 people)
Trading Post Team	Handle sale of items such as T-shirts, patches, etc. (suggest 2 people)
Activities Team	Coordinates activities to keep Scouts/siblings entertained before and during the races (suggest 2-3 people)
Photography Team	Individual posed photos in front of American flag; candid photos (car table, individual cars, race photos including cars, tracks, Scouts’ facial expressions, etc.), Scouts receiving awards, trophy winners (together and individually), etc. (suggest 2 people)
Derby Diner Team	Coordinates food for the event (suggest 2-3 people)