



## Confirmation Checklist

Use this checklist to check off, and assure you have covered, all the required submittals for your event confirmation.

The following is the list of items that need to be completed and submitted 45 days prior to your event date. Failure to do so timely can adversely affect availability of support services.

Hope you find this helpful and convenient.

Once again, thank you for understanding and your prompt response.

- Signed License / Use agreement.
- Signed General rules and Regulations.
- ALL worksheet items completed and/or explained including Novice orientation and driver / rider meeting outlines if applicable.
- Any special requests for support services not listed.
- 25% Deposit payment.