

Forklift Rodeo - TO DO LIST- 2005

Assignment Sheet

Task/Subtask:	Tri-Cities	Spokane	Western	Championship
Insurance				
Obtain copy of coverage certification	Farley			
Supply owner of rodeo location with copy of insurance coverage	Farley	Farley	Farley	Farley
Location				
Determine location -- verify suitability/availability	TRAC	Spokane CC	Oxbow	Tacoma Convention Center
Determine date for event.	6/4	7/23	8/13	9/28
Obtain written confirmation for location	Contract			Contract
Check fire code regarding use of propane-powered forklifts, spectator seating, aisles, etc.	n/a	n/a	n/a	Ribich
Check for availability of food/refreshment service in proximity	Bruce – Colstor BBQ	Pat – BBQ	Mark Ribich	n/a
Reconfirm arrangements one month prior to event				
Make hotel reservations	Each individual			
Forklifts				
Contact dealers/agents - Hyster - Toyota - FMH	Martin			
Obtain CO monitor, if event will be in doors	n/a	n/a	n/a	Al
Reconfirm arrangements for forklifts ahead of event day	Martin	Martin	Martin	Martin
Course:				
Design course lay-out	TR	TR	TR	TR
Develop list of needed course materials/equipment, to include traffic cones, stanchions, barrels, pallets, equipment shelves	TR	TR	TR	TR

<u>Create event-specific load list of course materials/equipment</u>	Farley	Farley	Farley	Farley
- Course materials from L&I warehouse	Farley	Farley	Farley	Farley
- Pallets	Terry M.			
- L&I event tent	Farley	n/a	n/a	n/a
- 3 tables (registration, scoring, MC)	Farley	Pat	Mark Little	Farley
- Container of evaluators' equipment	Farley	Pat	Farley	Farley
- Scoring table items in warehoused containers	Farley	Pat	Farley	n/a
- Registration table items in warehoused containers	Farley	Pat	Farley	n/a
- Directional signs to event	Farley	Pat	Farley	n/a
<u>Sound system:</u>				
- Public address system/amplifier/sound system & speakers	Farley			
- Bullhorn for emergency back-up	Terry	Terry	Terry	Terry
- Extension cords, of sufficient length for the site	TR	Pat	TR	TR
- Supply of Rock & Country tapes/CDs - Request Board members & others bring music				
<u>Scoring table:</u>				
- Inventory items in warehoused containers	Farley	Farley	Farley	Farley
- Laptop computer	McGee	McGee	Pat	McGee
- Scoring program on floppy disk or CD	Farley	Farley	Farley	Farley
- Easel w/ flip chart pad & markers	Farley	Farley	Farley	Farley
- White board w/ dry erase markers	Farley	Farley	Farley	Farley
- Ensure scorers have an area isolated from view for tallying Evaluators' score sheets	Set-up crew	Set-up crew	Set-up crew	Set-up crew
<u>Registration table:</u>				
- Update driver info packets - Course diagram - Rules/instructions	Farley	Farley	Farley	Farley

- Exams – [Rob will make up tests]				
- Scoring sheets				
- Bio information				
- Reproduce sufficient number of copies of driver packets	Farley	Farley	Farley	Farley
- List of pre-registered entrants - 2 days prior to event	Farley	Farley	Farley	Farley
- Provide separate testing area	Set-up crew	Set-up crew	Set-up crew	Set-up crew
- Pre-registration & badges for finals	n/a	n/a	n/a	Farley
-Sign and table for lobby of Convention Center to distribute pre-registration materials and badges				Farley
Staffing the table				Hollingswrth
Publicity:				
- Develop list of media to contact	Public Affairs			
- Send out press releases 2 months in advance (L&I Public Affairs)	Susan/Char			
- Send results to L&I Public Affairs office 1 st workday following event	Farley			
Driver registration:				
• Update WISHA web site with 2004 info.	Farley			
• Update & publish registration/information flyer				
• Letter of instruction to contestants/directions to event				
Promotional items/Contributors				
Contact with individual contributors	Mark R. and Committee			
After-action thank-you letters to sponsors/contributors				
Certificates of appreciation	Char			
Invite vendors/sponsors to provide displays/provide details for education	Mark R. and Committee			
List of sponsors to Char and Sue				
On-site Safety Education Presentation				
- Define “Stay In The Cage, And Stay Alive” scope & outline	Rob, David, Jason, Brian			
- Develop/obtain educational materials				

- Set up educational displays				
Side Events				
- Minature Forklift Rodeo	TBD			
- Quiz associated with video	TBD			
Belt buckles for drivers:				
- Design for buckle	Hollingsworth			
- Obtain bid and contract; arrange for delivery NLT 2 weeks prior to finals				
Staffing:				
Evaluators:				
Recruit/designate:	Rob			
- Head evaluator				
- 6 line evaluators				
Reconfirm evaluators' availability one week prior to event				
Evaluator meeting	9 am each event			
Set-up crew				
- What time/date will initial set-up be done?	7 am	8 am	7 am	3 p.m., day before
- What time of event day should set-up crew be there?				
Follow-up presentations				
- Based on location of top 3 winners, recruit people from Board to make presentations at winners' places of employment	na/	n/a	n/a	Martin
National anthem/posting of the colors:				
- Obtain US and State of Washington flags, and stanchions	TBD	Pat	Mark L.	Char
- Arrange for appropriate person/group to post the colors	TBD	Pat	Boeing F.D.	
- Tape or CD of National Anthem at MC table	TR/Martin			
Finals-specific:				
Team Competition				

Designated Individuals

Position	Name
<u>Planning phase:</u>	
Course Designer	TR
Assistant Course Designer	Al
Publicity	Char/Susan
Promotional items	Martin
Contributors' recruitment & point of contact	Mark R. and Committee
Food service coordinator (when applicable)	BBQ
Sound system	TR
<u>Event:</u>	
	Metals Automotive Panel
Set-up crew	ALL COMMITTEE MEMBERS
MC	TR
Rodeo clown	Forkey
Head evaluator	Rob
Line evaluator	
Pre-flight evaluator	
Timer	Al
Head scorer	Joe Warren/James McGee
Assistant scorer	Johnny George
Starter	Al