JUNIOR SOLAR SPRINT | Quick Start Guide

PRE-RACE CHECKLIST

Determine the size and participants of your event
Do you want to host the event only for schools in your area or open it up to a larger range of schools? If you want to invite other schools, reach out to them to expand your event.

Find a location to hold the race
Race Track Logistics and Supplies. You will need:
- A smooth, flat track (e.g. parking lot, tennis/basketball court) with room for a race lane that is 60 cm (about 2 ft.) wide and 20 m (about 66 ft.) long. This is the size of a one race lane. There will be multiple lanes on race day.
- "Pit" area, staging area, and race officials and spectators
- Area and supplies for check-in and inspection
- Timing devices (stopwatches or an electronic timing system)
- Volunteers (timers, pit crew, courtesy corp., photos, registration, awards, etc.)
- 4-6 hours for race event, depending on the number of participants.
- Safety measures (cones, physical barriers, volunteer security guards, etc.)

Develop a Budget
Estimate the cost of all your expenses. This should include equipment rental fees, refreshments, marketing costs, decorations, awards, thank you notes/gifts, etc. Can you solicit sponsors and seek grants to help cover your costs?

Recruit Volunteers
Volunteers are a crucial part of hosting a successful JSS event. Reach out to interested students, teachers, parents, and community members.

Registration Process
Determine the date, time, and location of the event; as well as procedures for teacher and student registration (online vs. paper forms, etc.)

Advertise race and JSS resources
Create letters and postcards to market schools and local youth groups. Build a website or create a Twitter account to publicize the event and share with local news outlets.

Set up a rain date in case of inclement weather
Designate an alternate indoor location in case of rain. If the sun's energy is judged insufficient by the event coordinator, a battery pack and two, AA 1.5 V batteries will be furnished for each team.

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RACE DAY CHECKLIST

Registration/Team Check-in
Check-in packets should include the following items:
- Agenda/Program
- Certificate of Participation
- AEOP promotional materials
- Race rules
- Heat Sheet
- Name tag
- Lunch ticket (if applicable)
- Map of facilities
- Media release
- Evaluation form/link

Event Set Up
Tables, chairs, and tents will need to be set up early on race day. If possible, set up and test the track the day before the race. Choose your communications system beforehand (PA system, cell phones, walkie-talkies, etc.) before race day and run a test to be sure everything is working. Set up any safety measures that need to be put in place. If the event is being held in a parking lot, block cars from entering the area using physical barriers, such as cones, or volunteers who will direct cars to another location.

Photo / Video Coverage
Set up the designated area for teams can have their picture taken and individuals can be photographed with their cars.

Lunch / Concessions
If you are providing either, let participants know beforehand. Make sure there are places for people to eat (e.g. picnic tables).

Award Ceremony
Announce/recognize the winners of the races and design categories, as well as everyone who made the event possible.

POST-RACE CHECKLIST

Evaluate
Have teachers/organizers complete the JSS race survey from national TSA.

Promote
Post your event photos to your social media sites and share them with other schools/organizations that participated. Send a media release with photos to area news outlets detailing the results of the event.

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