

# Pinewood Derby Planning

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## Step 1

Recruit volunteers. Include parents, siblings, youth leaders, teachers etc.... On the day of the race, you need people to help with the following positions: setup (4 to 6 people); "pit stop" table (1); registration table (2 to 3); holding table (1); track crew (6 to 8); judges (2 to 3); and cleanup crew (4 to 6).

## Step 2

Plan well ahead for the event. Secure a location that will be large enough for the track, as well as the attendees. Make sure the facility has tables and chairs for use. Otherwise, consider renting or borrowing tables and chairs. Determine how many and what kind of awards will be handed out, and order them.

## Step 3

Prepare for the Pinewood Derby. Distribute car kits. Make sure everyone has a copy of the rules as well as the categories for judging. Conduct car building workshops. When picking a date for your race, allow 3-4 weeks for cars to be completed.

## **Race Day**

### Step 1

Set up a "pit area" table to do last-minute work on the car. Stage a scale in this area for last-minute weight checks. Stock spare car parts in the pit area.

### Step 2

Weigh, measure and check in cars at the registration table. X-tremetalent will stock this area with at least one scale, a device to measure car dimensions, sign-in paperwork, pens, and stickers to identify cars. Send cars that do not meet specifications back to the pit area for adjustments. Register cars that do meet criteria and send them to the staging area, not to be touched until the owner is called to race.

## **Tips & Warnings**

Plan to have a concession stand to raise money to pay for race expenses.

Set up a television with a race movie to entertain siblings.

Keep extra car supplies on hand---it is inevitable that a car will get dropped.

