

Lutheran Girl Pioneers, Inc

# International Pine Car Derby Host Site Instructions

*Thank you so much for hosting the LGP International Pine Car Derby and allowing us to use your facility! Your efforts, work, and cooperation are truly appreciated! The following information will let you know what you can expect from LGP to supply, arrange, or prepare, as well as what we will expect from you as the host.*

## **What the host site will be responsible to do:**

1. LGP Derby organizers (contact name \_\_\_\_\_) will need to have access to the derby area on Friday (late afternoon/evening) for setting up getting ready for the derby. Someone from the host site will be needed to get us into the building, let us know where the items are that we will need to use to set up for the derby, and assist with the building preparations.  
**Time that LGP will be at the host site on (date) \_\_\_\_\_:**  
**(time) \_\_\_\_\_**
2. The gym (or other area to be used for the derby): It is difficult to know how many people to expect at a derby. Please have bleachers and/or chairs set up and ready to accommodate racers and their families. LGP will need space in the gym for the track, a computer table near the track with two chairs, a table for the trophies, and two long tables for the race cars. The gym will be set up on Friday evening.
3. The track and electronics: preferably a 4 or 5 lane track, but a 3 lane track can be used as well. The track should include electronic timing and applicable computer and software. For any questions about the track and software please contact the National Office.
4. The craft judging room: A separate room or area will be needed for the craft derby cars. This space needs to be close enough to the derby for people to find this area and view the craft cars, but it also needs to have some sort of privacy (i.e.: closed door) to the public during judging time. A class room is fine, but a room/area with a long flat surface is ideal for displaying the cars. The craft judging room should be set up on Friday evening.
5. Craft Judges and Helpers: We will need five craft judges to work with the LGP derby organizers. Craft judges may be Boy Pioneer leaders, members of your congregation who are experienced in art, craft, or woodworking, or older teens who have previous knowledge of pine car building. Judges don't have to be involved in your LGP ministry. Judges should not be affiliated with any of the local submissions. Please let the LGP derby contact know the names and addresses of the judges (list their names and email addresses below):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The LGP organizer will contact the judges prior to the derby to inform them of their responsibilities: what time they will be needed, as well as supplying them with a copy of the rules and building specifications established by the National Council of LGP. The judges will then be familiar with the rules and guidelines prior to their judging.

One additional helper will be needed to assist the LGP derby staff at the registration table. This helper will assist with handling, picking, or loading cars. This helper should be responsible and careful as one mishandled car can cause big problems.

Name and email address of registration helper:

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5. **Parking:** If your parking lot is not large, you may want to check on the availability of nearby overflow or street parking and whether your community will require notification or a permit for the overflow parking.
6. **Signage** directing people to where they should park, what door they should enter through, where the bathrooms are located, concessions, ect. are always helpful. It's also helpful for you to hang a sign in areas of your facility where you do not want spectators to go. We encourage you to create signs to help things flow smoothly during the day. Signs suggested are: Parking; Entrances; Registration Table; Pit Area; Concessions; Bathrooms; Craft Car Room.

7. **Tables and Equipment:**

Registration Area: We will need two tables for registration with two chairs at each: one for craft entries, one for speed. We will also need a table for the pit area near the registration tables. This pit table needs to be near an outlet for scales and/or drills. The LGP will provide a table cloth to protect the table. If your district or caravan have scales used for derbies that can be used in the pit area, that would be helpful, although not required. Depending on where the outlets are, you may need to provide an extension cord or power strip.

In the race area: We will need seating for racers and families (bleachers, chairs, etc.).

Tables: a computer table near the track with two chairs; a trophy table; two to four long tables near the track to hold the speed cars. Depending on where the outlets are, you may need to provide an extension cord or power strip.

Track: Arrangements for the use of a track (and computer, software, and a printer), whether owned by the host site, borrowed from another district/caravan, will be ready to be used by the LGP derby staff prior to the derby (Friday afternoon/evening before the derby). If the host site is supplying the track, they are responsible for transport to and from the host site, and will be responsible for setting up and tearing down the track.

Projection Screen: The race area should have a clear wall space or large projection screen for projection of the heart and derby information. A utility cart or other small cart that can moved around to hold the projector would be greatly helpful.

Microphones: a microphone will be needed for the derby in the race area.

Craft Judging area: Two long tables

Concessions: Tables and garbage cans will be needed.

It is best if all the set up takes place on Friday afternoon/evening.

8. Opening Devotion: Please ask your pastor to begin the derby with a devotion. A hymn can be added, if your wish. Please let your pastor know the time to begin the devotion (time: \_\_\_\_\_). Please let the LGP derby organizers know the name of the pastor leading devotion prior to the derby.

Name of Pastor and home church:

9. Concessions: You will be expected to have food and servers available throughout the day of the derby. Since the day of the derby stretches from morning through the afternoon, you may want to have breakfast-type items, noon meal items, snacks, candy, water, and other drinks.

There is often a “rush” of people all wanting to eat after they register their cars, prior to the devotion, so you may want to have extra help during this time.

Food that is ready to serve and gets people through the line quickly is helpful.

The concession stand can be used as a fundraiser for your caravan/ district (or for any other group that is helping you).

The menu and pricing is up to the host site, but keeping the food affordable for families is nice. It can also be nice to offer items that work for different dietary restrictions, like gluten-free, nut-free, or dairy-free (be sure to note those items on your menu/signs).

If your facility allows food only in certain areas, please be sure you have signage designating that.

### Miscellaneous Ideas and Tips

- Hosting an event like this is newsworthy! Your local newspaper, cable TV channel, or local TV or radio station may want to cover it! Give them a call and let them know when and where. You can also have someone take pictures and submit them with a short press release to your local newspapers. You could also put highlights on your church or caravan website and social media pages.
- Many derby guests may be from out of the area. Information about hotels, restaurants, and other tourist attractions would be invaluable to them. Contact your LGP derby organizer prior to the derby with that type of information so she can share it with the LGP membership.
- If you would like to have military (or others) present the flag for the Pledge of Allegiance or have someone sing the national anthem, you can certainly make those arrangements. It's a nice addition to the derby!
- Thrivent and other companies may offer funding or matching funds for hosting certain events or projects. Check into this to help with the cost of food for concessions!

**What the national LGP organization will be responsible to do:**

1. The derby organizers for LGP will responsible for set up and tear down of any equipment they bring.
2. The derby organizers will lead the staffing at the registration tables and collect any fees that may be owed to LGP.
3. Provide registration slips, craft judging forms, and other paperwork.
4. Trophies and ribbons—we will most likely ship this directly to the host site.
5. Table cloths and some race decorations
6. Derby organizers will supervise and direct the judging the craft cars and will make any decisions on any cars that may need to be disqualified for either speed or craft competition due to a car not being in compliance with printed LGP Derby building specifications.
7. Derby staff will organize and lead the running of the track and software and speed derby and will make any decisions on cars that may need repairs, etc., following the guidelines set forth in the LGP derby specifications.
8. The LGP International Pine Car Derby will follow the rules and specifications for both the craft and speed competition as are stipulated in the guidelines from the LGP National Office for the race year. The LGP derby staff will make any necessary enforcement decisions on these rules.
9. Will supply the stickers needed to tag the cars.
10. Will supply the car identifying cards.
11. Will supply the scale for the official weigh-in at the speed registration table.

**Thank you** for allowing the Lutheran Girl Pioneers to use your facility for the LGP International Pine Car Derby and for all your help and assistance! We are excited to hold the derby at your facility and look forward to working with you in person! I hope this letter answers all your questions and puts you well on your way to hosting a successful event. Specifics about the exact times for the day of the derby will given to you by the LGP National Office.

If you have any other questions or concerns, please call the National Office at 608-781-5232 or email at [girlpioneers@gmail.com](mailto:girlpioneers@gmail.com). You may also contact the LGP Derby Coordinator Sara Farstad at 605-520-0241 or [sarafarstad102@duck.com](mailto:sarafarstad102@duck.com).