TYPE OF PAPERWORK E=EARLIEST, L=LATEST, S=STENCIL, C=COMPLETED	FOR COMPS.	FOR OFFICIALS	FOR MARSHALS	TOTAL	PRINTED BY	COPY METHOD	MASTERS NAME	STENCIL MADE	COMPLETED	DONE	01/01/1995	01/02/1995	01/03/1995	07/04/1995	14/04/1995	17/04/1995	18/04/1995	20/04/1995	21/04/1995	22/04/1995	23/04/1995	26/04/1995	27/04/1995	28/04/1995	29/04/1995	30/04/1995	06/05/1995	07/05/1995
														F	F	M	T	T	F	S	S	W	T	F	S	S	S	S
PUBLIC RELATIONS																												
PR DOCUMENT 2 ON A4	285	15		300	RJ	S	PRLET95.DOC	Y	Y	Y	E	C																
PR SUMMARY SHEET	25	15		40	RJ	S	PRSUMARY.XLS	Y	Y	Y	E	C																
PRINT FLYERS FOR THE EVENT	100			100	RJ	S	3SWANFLY,CDR	Y	Y	Y	E	C																
REGULATIONS																												
REGS FRONT COVER	535	15		550	RJ	S	3SWAN95.CDR	Y	Y	Y		E	C															
REGULATIONS PAGE 1	535	15		550	RJ	S	1995REGS.DOC	Y	Y	Y		E	C															
REGULATIONS PAGE 2	535	15		550	RJ	S	1995REGS.DOC	Y	Y	Y		E	C															
REGULATIONS PAGE 3	535	15		550	RJ	S	1995REGS.DOC	Y	Y	Y		E	C															
REGULATIONS PAGE 4	535	15		550	RJ	S	1995REGS.DOC	Y	Y	Y		E	C															
REGULATIONS PAGE 5	535	15		550	RJ	S	1995REGS.DOC	Y	Y	Y		E	C															
ENTRY FORM	535	15		550	RJ	S	RDENTRY.XLS	Y	Y	Y		E	C															
INDEMNITY FORM	535	15		550	RJ	S	INDEMNIT.DOC	Y	Y	Y		E	C															
MARSHALS APPEAL	535	15		550	RJ	S	MARAPEAL.DOC	Y	Y	Y		E	C															
CHIEF MARSHALS APPEAL		200		200	RJ	S		Y	Y	Y		E	C															
ENTRY CONFIRMATION LBLS.	60				RJ	LABELS		Y	Y	Y		E	C															
FINALS																												
FINALS FRONT COVER	45	15		60	RJ	S	FINALS95.CDR	Y	Y	Y				E		C												
FINAL INSTRUCTIONS 1	45	15		60	RJ	S	FINALS1.DOC	Y	Y	Y									E	C								
FINAL INSTRUCTIONS 2	45	15		60	RJ	S	FINALS2.DOC	Y	Y	Y									E	C								
ENTRY LIST	45	15	150	210	RJ	S	ENTRYLST.XLS	Y	Y	Y									E	C								
SCRUTINEERING SHEET	45	15	10	70	RJ	S	SCRUTST.DOC	Y	Y	Y				E		C												
DIAGRAM OF START/SCRUTE1	45	15	10	70	RJ	S	STARTDIA.CDR	Y	Y	Y					E	C												
DIAGRAM OF START/SCRUTE2	45	15	10	70	RJ	S	STARTDI2.XLS	Y	Y	Y					E	C												
OFFICIALS																												
OFFICIALS DUTIES		15		15	RJ	S	OFFDUTIS.XLS	Y	Y	Y				E				L		C								
OFFICIAL NOTICE		30		30	RJ	S	OFFNOTIC.DOC	Y	Y	Y				E		C												
CONTROL MAP REFS/TIMES		15		15	RJ	S	MARPOINT.DOC	Y	Y	Y				C														
AWARDS SHEET		15		15	RJ	S	AWARDSHT.DOC	Y	Y	Y				E		C												
MARSHALS																												
CONTROL PROCEDURE		15	100	115	RJ	S	CONTROLP.DOC	Y	Y	Y				E		C												
CHECK SHEET/BINGO CARD		15	100	115	RJ	S	CHEKBING.DOC	Y	Y	Y				E		C												
MARSHALS INSTRUCTIONS		15	100	115	RJ	S	MARINSTR.DOC	Y	Y	Y				E		C												
MARSHALS LETTER		15	100	115	RJ	S	MARSHLET.DOC	Y	Y	Y				E		C												
ROUTECARD INSTRUCTIONS	40	15		55	NC	PH	BY NEILL										E					L						
COMPETITORS																												
COMPETITION NUMBER 2 EACH	90	30		120	RJ	S	RPLATE95.CDR	Y	Y	Y				E		C												
DAMAGE DECLARATION	45	15		60	RJ	S	DAMAGDEC.DOC	Y	Y	Y				E		C												
TIME CARD ONE	45	15	20	80	RJ	PH	TIMECD1.XLS							E								L						
TIME CARD TWO	45	15	20	80	RJ	PH	TIMECD2.XLS	Y	Y	Y				E		C						L						
TIME CARD THREE	45	15	20	80	RJ	PH	TIMECD3.XLS	Y	Y	Y				E		C						L						
RESULTS																												
RESULTS COMP ORDER	45	15	20	80		PH	RESULT94.XLS																			E	L	
RESULTS POSITION ORDER	45	15	20	80		PH	RESPOS94.XLS																			E	L	
RESULTS LETTER	45	15	20	80		S	THANKYOU.DOC																			E	L	
RESULTS COVER	45	15	20	80		S	RESULT95.CDR																			E	L	
AWARD WINNERS	45	15	20	80		S	AWARDWIN.DOC																			E	L	
TOTAL SHEETS TO DO				7600																								
TOTAL LEFT TO DO ON 20/3/95				2010																								

PR SUMMATION SHEET

1995 SELBY AND DISTRICT MOTOR CLUB THREE SWANS RALLY

LOCATION	DATE	NAME	PLEASE SIGN TO ACKNOWLEDGE VISIT
1			
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SELBY AND DISTRICT MOTOR CLUB THREE SWANS RALLY 27/28 APRIL 1996. DRAFT ACTIVITY CHART AND TARGET DATES

SATURDAYS

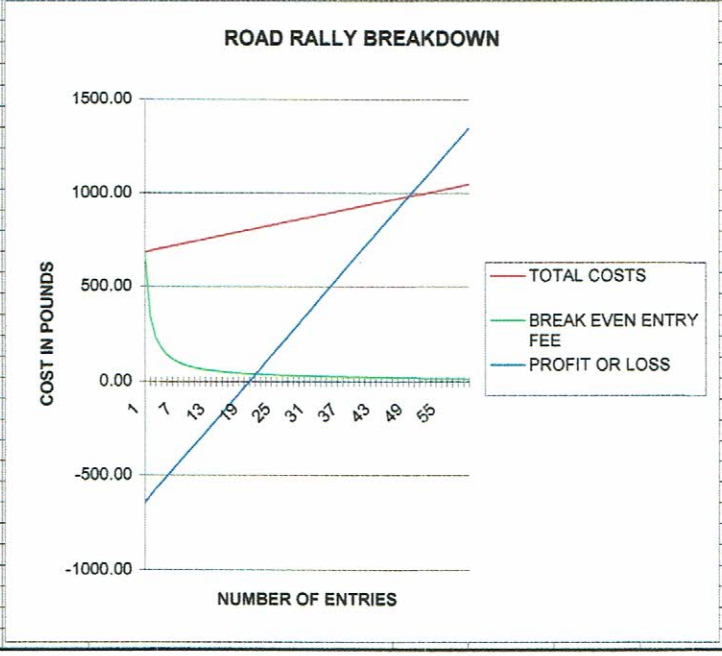
T = TARGET

Y = TOMPLETED

	06-Jan-96	13-Jan-96	20-Jan-96	27-Jan-96	03-Feb-96	10-Feb-96	17-Feb-96	24-Feb-96	02-Mar-96	09-Mar-96	16-Mar-96	23-Mar-96	30-Mar-96	06-Apr-96	13-Apr-96	20-Apr-96	27-Apr-96	04-May-96	11-May-96	18-May-96	08-May-95	15-May-95
AGREE AREA, ORGANISERS AND COMMITTEE		T																				
DRAFT ROUTE FOR DISCUSSION			T																			
DISCUSS ROUTE WITH ANCC RALLY LIASON OFFICER			T																			
OBTAIN OFFICIAL APPLICATIOIN FORMS ETC			T																			
DETAILED ROUTE , SIGNATURES FOR START/½ WAY/FINISH				T																		
CLEAR ROUTE AS FAR AS POSSIBLE WITH POLICE				T																		
TRACE ROUTE AND SUBMIT TO RAC & APPLY FOR AUTHORISATION				T																		
NEGOTIATE SPONSORSHIP/REGS ADVERTS				T																		
ARRANGE COPROMOTING CLUBS/ANCC/ANEMMC						T																
CONFIRM STEWARDS, SCRUTINEER AND NOISE CHECK OFFICIAL						T																
SUBMIT PERMIT APPLICATION TO RAC						T																
ARRANGE INSURANCE, ORDER WATCHES, BOOK PHOTOGRAPHER						T	T	T	T	T	T	T	T	T	T	T	T					
PRODUCE DRAFT REGS							T															
PRINT PR LETTERS (ROUGH TIMING AVAILABLE)+ MARSH/COMP FLYERS							T															
PRINT AND SEND OUT REGS + PRINT ACKNOWLEDGEMENT LABELS								T														
RECOVER LAST YEARS AWARDS AND ORDER NEW AWARDS										T	T	T	T	T	T	T	T					
ACKNOWLEDGE ENTRIES AND DEAL WITH INSURANCE PROPOSALS										T	T	T	T	T	T	T	T					
CHECK STOCKS OF DUPLICATING MATERIALS/STATIONARY													T									
ORDER RALLY PLATES, CHECK & MANUFACTURE ALL CONTROL/Q BOARDS													T	T	T	T	T					
ORGANISE MARSHALS													T	T	T	T	T					
CHECK MARSHALS EQUIPMENT & ARRANGE MARSHALS DRAW																	T					
FINALISE TIMING, PRODUCE ROUTE CARDS AND ROAD BOOKS																			T			
PRINT MARSHALLS SHEETS AND SPECTATOR INFORMATION																			T			
PREPARE MAPS/ ROUTE FOR STEWARDS																				T		
SEND OUT FINAL INSTRUCTIONS AND ENTRY LIST																				T		
COLLECT AND RECORD ALL WATCHES																				T		
PRINT PAPERWORK																				T		
ORGANISE RESULTS EQUIPMENT																				T		
ORGANISE PRESENTATION OF AWARDS																					T	
RETURN WATCHES																					T	
POST OFFICIAL RESULTS, PROOFS OF RALLY PHOTOGRAPHS																					T	
OFFICIAL PAPERWORK & FEES TO RACMSA																					T	
SUPPLY STEWARDS WITH ANY INFORMATION THEY REQUIRE																					T	
RESULTS TO ANY CHAMPIONSHIP POINTS SCORERS																					T	
LETTERS OF THANKS TO ALL HELPERS, MARSHALS, SPONSORS, OFFICIALS, VENUES ETC.																					T	

COST ANALYSIS FOR A ROAD RALLY OF UP TO 150 MILES (over would incur an additional 80p fees).

TOTAL ENTRIES	TOTAL COSTS	BREAK EVEN ENTRY FEE	PROFIT OR LOSS	FEE TO BREAK EVEN	EXPENSES	1993	1994	1995	
1	683.72	683.72	-643.72		POSTAGE	64.42	57.60	63.36	
2	689.92	344.96	-609.92		ANCC FEES	10	5.00	5.5	
3	696.12	232.04	-576.12		ANEMMC FEES	1.2	5.00	5.5	
4	702.32	175.58	-542.32		CLUB EXPENSES	95.75	31.50	34.65	
5	708.52	141.70	-508.52		STEWARDS EXPENSES	40		0	
6	714.72	119.12	-474.72		AWARDS	132	236.85	260.535	
7	720.92	102.99	-440.92		PRINTING REGS	52.04	85.89	94.479	
8	727.12	90.89	-407.12		TURNERS	122.49	118.50	120	
9	733.32	81.48	-373.32		REFUNDS	45		0	
10	739.52	73.95	-339.52		JACOBEAN 20 BREAKFASTS		85.00	93.5	
11	745.72	67.79	-305.72						
12	751.92	62.66	-271.92						
13	758.12	58.32	-238.12						
14	764.32	54.59	-204.32		TOTAL DEBITS	562.9	625.34	677.52	
15	770.52	51.37	-170.52						
16	776.72	48.55	-136.72		ADVERTS				
17	782.92	46.05	-102.92		SPONSORSHIP				
18	789.12	43.84	-69.12		NUMBER SALES				
19	795.32	41.86	-35.32		CATERING VAN				45
20	801.52	40.08	-1.52		COSTS-INCOME	562.9	625.34	677.52	43, 44
21	807.72	38.46	32.28						41, 42
22	813.92	37.00	66.08						40, 39
23	820.12	35.66	99.88		INSURANCE PER CAPITA FEE	3.25	3.5	3.50	38
24	826.32	34.43	133.68		DOT AUTHORISATION FEES	2.8	2.7	2.70	37
25	832.52	33.30	167.48						35, 36
26	838.72	32.26	201.28		TOTAL FEES/CAR	6.05	6.2	6.20	34
27	844.92	31.29	235.08						33
28	851.12	30.40	268.88		ENTRY FEE		30	40.00	32
29	857.32	29.56	302.68						31
30	863.52	28.78	336.48						30
31	869.72	28.06	370.28						
32	875.92	27.37	404.08						
33	882.12	26.73	437.88						
34	888.32	26.13	471.68						
35	894.52	25.56	505.48						
36	900.72	25.02	539.28						
37	906.92	24.51	573.08						
38	913.12	24.03	606.88						
39	919.32	23.57	640.68						
40	925.52	23.14	674.48						
41	931.72	22.72	708.28						
42	937.92	22.33	742.08						
43	944.12	21.96	775.88						
44	950.32	21.60	809.68						
45	956.52	21.26	843.48						
46	962.72	20.93	877.28						
47	968.92	20.62	911.08						
48	975.12	20.32	944.88						
49	981.32	20.03	978.68						
50	987.52	19.75	1012.48						
51	993.72	19.48	1046.28						
52	999.92	19.23	1080.08						
53	1006.12	18.98	1113.88						
54	1012.32	18.75	1147.68						
55	1018.52	18.52	1181.48						
56	1024.72	18.30	1215.28						
57	1030.92	18.09	1249.08						
58	1037.12	17.88	1282.88						
59	1043.32	17.68	1316.68						
60	1049.52	17.49	1350.48						



TIMETABLE OF 1995 3SWANS ROAD RALLY PAPERWORK

	FINALS	SCRUTINEERING SHEET	COMPETITION NUMBER	OFFICIALS DUTIES	TIME CARD ONE	TIME CARD TWO	ENTRY LIST	DAMAGE DECLARATION	ROUTECARD	DIAGRAM OF SCRUTE/START	CONTROL MAP REFS/TIMES	OFFICIAL NOTICE	MARSHALS INSTRUCTIONS	MARSHALS LETTER	CONTROL PROCEDURE	CHECK SHEET/BINGO CAARD	AWARDS SHEET	RESULTS	RESULTS LETTER	RETURN CT BOWRING STUFF	RETURN RACMSA FEES AND INFO	PAY ANCC FEES	PAY ANEMMC FEES
08-Apr																							
09-Apr																							
10-Apr																							
11-Apr																							
12-Apr																							
13-Apr		E	E					E				E	E	E	E	E	E						
14-Apr																							
15-Apr																							
16-Apr																							
17-Apr																							
18-Apr																							
19-Apr																							
20-Apr				E	E	E			E	E	E												
21-Apr																							
22-Apr																							
23-Apr	E						E																
24-Apr																							
25-Apr	L	L		L			L			L													
26-Apr																							
27-Apr																							
28-Apr			L		L	L		L	L		L	L	L	L	L	L	L						
29-Apr																							
30-Apr																							
01-May																		E	E	E	E	E	E
02-May																							
03-May																							
04-May																							
05-May																							
06-May																							
07-May																		L	L	L	L	L	L
08-May																							
09-May																							
10-May																							
11-May																							
12-May																							
13-May																							
14-May																							

E = EARLIEST
L = LATEST

SELBY AND DISTRICT MOTOR CLUB THREE SWANS ROAD RALLY WHEREABOUTS

DUTY	NAMES	PHONE	7pm	8pm	9pm	10pm	11pm	12pm	1am	2am	3am	4am	5am	6am	7am	8am	9am
START AREA	C GABB/S HARRISON	0589 386953															
NOISE CHECK	R KEMP / C JARVIS																
NOISE CHECK MARSHAL	A CROSBY / TIM ELCOCK	0850 273141															
SCRUTINEERING	JIM & ANN KILMARTIN																
SCRUTINEERING MARSHAL	JOHN ROBERTS																
COMPETITORS SIGNING ON	C SMITH / I HALL/ I AINSWORTH	0585 854494															
MARSHALS SIGNING ON	B LAWRENSON / R COPEMAN-MITCHELL	0831 823922															
CLOCK ISSUE	R JACKSON / C BARNES/ T TURBERT	0589 819342															
EQUIPMENT VAN	CJARVIS / T ELCOCK	0850 273141															
CHIEF MARSHAL	B LAWRENSON / R COPEMAN-MITCHELL	0831 823922															
COURSE OPENER ONE	S HARRISON / R JACKSON	0589 819342															
COURSE OPENER TWO	C GABB/ N CARMAN	0589 386953															
TIME CAR	C BARNES / T TURBERT	0860 916751															
DRIVING STANDARDS OBSERVER	JOHN ROBERTS																
DRIVING STANDARDS OBSERVER	A CROSBY																
CLOSING CAR 1/CLOCK COLLECTION	C SMITH / I HALL	0585 854494															
CLOSING CAR 2/EQUIPMENT COLLECTION	TBA	TBA															
HALFWAY RESULTS	J LAWRENSON/ R HEWSON	TBA															
FINISH RESULTS	J LAWRENSON/ R HEWSON																
FINAL TIME CONTROL	BEN LAWRENSON																
BREAKFAST TICKET SALES	JOHN ROBERTS																