



Forms and due dates for promoters

#	Name	Description	Due Date
1.	Welcome! (promoters)	General Season Info	N/A
2.	Letter of Agreement	Promoter agreement to pay fees.	2 months before event
3.	Insurance Application	Event insurance application.	2 months before event
4.	Land Use Permit Application	Sent to land owners and returned to OBRA	2 months before event
5.	Waiver	Waiver signed by all racers at event.	Race day/pre-reg
6.	Annual License Application	License sold at or before event.	Race day/pre-reg
7.	One-Day License Application	One-day licenses sold at or before event.	Race day/pre-reg
8.	Sample Entry Form	Possible configuration for entry/release.	Race day/Pre-reg
9.	Pull tag key	Meaning of sticker and pull tag colors and shapes	N/A
10.	Insurance Surcharge	Amount to be returned to OBRA for insurance	2 days after event
11.	Welcome! (racers)	Racer information for the Season.	N/A

Note: If you want these in electronic format, contact Jim Fischer, 541-715-6880, jim_fischer@hp.com.

Additional forms:

- 1.) Medical forms and Report of Occurrence for accidents/incidents. *Get this before you need it.*
- 2.) Timing key for electronic results submission.

Items to be returned to OBRA immediately after event:

- 1.) All insurance, equipment rental and event permit fees if not paid before event.
- 2.) Race results in electronic format.
- 3.) OBRA rental equipment.
- 4.) Copies of license paperwork.
- 5.) Permanent and temporary number plates, stickers, safety pins and twist ties.