



## CHECKLIST FOR SUCCESS

*Use this checklist to make sure you have completed all the required forms and are on track with the necessary steps to make the Firefighter Demolition Derby a success.*

### REGISTRATION

- Send completed Registration Form including signed Participant Waiver to the Burn Institute.  
\*\*Deadline is April 15, 2024. Limited to first 21 vehicle entries. First come, first serve. Will waitlist as needed.

### ENTRY FEE & FUNDRAISING

- Decide on Derby Driver and Team Members to help with fundraising including securing sponsors & donors.
- Obtain a net minimum of **\$1,500** in Derby car sponsorships or donations to cover your entry fee.  
\*\*The Burn Institute will provide you with Sponsorship Packets and guide you through this process.
- Turn in completed sponsorship forms and money as you receive them regularly. You are encouraged to fundraise until Derby Day. Keep in mind that May 29, 2024, is the t-shirt sponsor logo deadline for qualifying sponsors.  
\*\*As a reminder: In-kind donations (i.e., car, parts, service donations) need a sponsorship form completed and do NOT count towards your fundraising total.  
\*\*Derby t-shirt sponsor logo deadline is May 29, 2024.

### RULES, LOGOS & DECALS:

- Ensure your Derby car meets 2024 Demolition Derby Rules
- Ensure your Derby car meets sponsorship benefit specifications for display of sponsor names and/or company logos
- BI's preferred decal vendor is Wriz Designs** – Please refer to Wriz Designs Decal Rates sheet for more information. All logos can be sent to [twong@burninstitute.org](mailto:twong@burninstitute.org) (vector files are preferred; otherwise, a high-res jpeg or png file is fine). Decals can be picked up at the final Derby meeting.  
\*\*If you use Wriz Designs, you have the option to cover the cost yourself -OR- let the Burn Institute cover but the expense will be deducted from your fundraising total. **Your net fundraising total must be \$1,500.**  
\*\*You are welcome to use your own vendor, but you will be responsible for the costs.

### DERBY MEETINGS (in person and Zoom):

- 1. **Mandatory: 9am on February 9 – Agenda: Admin/Entry Rules/Fundraising**
- 2. **Mandatory: 9am on April 26 – Agenda: Car/Rules/Fundraising**
- 3. **Mandatory In-Person: 9am on June 28 – Event Overview/Timeline/T-shirts & Wristbands**

\*\*At least one rep per team must attend the mandatory meetings. Additional meetings to be scheduled as needed and dates subject to change.

\*\*NEW Drivers must attend final meeting.

Questions regarding Derby Car Build & Competition Rules, please contact the Chief Steward:  
Chris Wrisley, 760-445-2635 or email [chris@wrizdesigns.com](mailto:chris@wrizdesigns.com)

Questions regarding Registration & Fundraising, please contact Burn Institute Events Coordinator:  
Tiffany Wong, 858-541-2277 ext. 117 or email [twong@burninstitute.org](mailto:twong@burninstitute.org).