THE LOGISTICS SCOPE

**Core Logistics**
- Transportation
- Lodging
- Meals
- Equipment
- Packing

**All the other important, non-core “solar car” stuff**
- Impound Box
- Laundry
- Safety Equipment
- Radios/Comms
- Vehicle Graphics

**Major Parameters:**
- Event Duration
- Headcount
EVENT DURATION

16 days + travel time

<table>
<thead>
<tr>
<th>Activity</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Home to Scrutineering</td>
<td>1+</td>
</tr>
<tr>
<td>On-site Registration/Scrutineering</td>
<td>4</td>
</tr>
<tr>
<td>Formula Sun Grand Prix</td>
<td>3</td>
</tr>
<tr>
<td>“Rest Day” (travel to start line, display, team meeting, prep)</td>
<td>1</td>
</tr>
<tr>
<td>American Solar Challenge</td>
<td>8</td>
</tr>
<tr>
<td>Travel Finish Line to Home</td>
<td>1+</td>
</tr>
</tbody>
</table>

Keep the same crew the whole time (or swap at the Rest Day)?

Any extra plans before/after the event?
HEADCOUNT

How many people *do you need* to bring?
How many people *would you like* to bring?
How many do you have room for (seats in vehicles)?

![Diagram of seating arrangements for different vehicles]

- **SCOUT** # people
- **LEAD** # people
- **CHASE** # people (+ Observer)
- **TRUCK & TRAILER** # people
UNDERSTAND YOUR BUDGET

There is value and cost involved with every decision!

Look at your:
- Daily cost
- Per person cost

Finding a way to save just $5/person/day can yield $1800 in savings!

(Assumes: 20 person team, 18 days on the road)
GROUP ACTIVITY

Share and discuss one of the following as a group:

▪ What has worked well?
▪ What is a key lesson learned?
▪ What question/concern keeps you up at night?

Prepare a 3-minute recap of the best ideas to share with the room.

Group Assignments:

▪ Group 1: Transportation
▪ Group 2: Lodging
▪ Group 3: Meals
TRANSPORTATION

**Vehicles**
- Lead
- Chase
- Truck & trailer
- Others (scout, weather van, RV, etc)

**Fuel**
- Determine an average fuel price
- Home to Track to Start Line
- Start to Finish Line
- Finish Line to Home
- Misc (add at least 10-20%)

**Misc**
- Insurance coverage
- Flights for those coming later/leaving early
- Overseas travel

**Planning Tips**
- Vans or large SUVs are recommended for lead and chase to hold people and gear
- If you own your own vehicles, budget for any needed maintenance and oil changes
- See if you can get sponsorship/ borrow vehicles (university, local dealership, etc)
- Most vehicle rentals to people under age 25 incur additional fees; ask before you sign
- If you are thinking about using one-way rentals, ask about one-way rental fees
- Determine credit card or other means for paying for fuel on the road (and method for keeping track of receipts)
LODGING

Hotel
- Expected # of nights
- # of people and # per room
- Cost per night per room

Campground
- Expected # of nights
- Cost per night per person or per site
- Extra charges for extra vehicles

Alumni, family, friends
- Free!
- University Alumni Office may have contacts to help arrange options

Large Parking Lot
- Free!
- Ask first to make sure it is ok

Planning Tips
- Make arrangements in advance for the track and stage points (you know where they are and when you will be there)
- Determine your game plan for nights you are in between stage points
- See if alumni, family, or friends want to house the team for a night
- Try to use the same hotel chain and take advantage of reward programs
- Look for hotels that offer other items you are needing
  - Free breakfast
  - Internet
  - Laundry facilities
- Don’t forget about your Observer!
MEALS

Food Bill
- Headcount x days x estimated cost

Breakfast
- Free, if included with hotel
- Eat during morning charge time

Lunch
- Eat on the go (in the vehicle)
- Sandwiches, fruit, chips work well

Dinner
- Eat during evening charge time
- Cook a meal
- Eat at restaurant, if available

Drinks and Snacks
- Plenty of water, Gatorade, juice
- Pretzels, chips, cookies to munch on

Planning Tips
- Individual sized servings are easier to distribute, but cost more
- Look for sponsorship/donations
- Consider food-related items
  - Coolers (1 per vehicle)
  - Ziploc bags (great for sandwiches)
  - Sharpie marker (label bags & bottles)
  - Cooking equipment (portable stove, utensils, etc)
  - Napkins, paper towels
  - Dishwashing soap, wash cloth, towel
- Have a menu that includes items other than peanut butter and jelly
- Minimize caffeine to prevent dehydration
- Be careful of items that may spoil in the heat
- Don’t forget to feed your Observer!
SUPPORT INSPECTION

Support Vehicle Graphics & Signage
Radio Communications
Safety Equipment
Road Side Safety Demonstration
OTHER LOGISTICAL TASKS

Packing/Organizing Vehicles
  - Equipment
  - People
  - Observer (and their luggage)

Taking Care of Your Observer
Doing Laundry
Building the Battery Impound Box
Recycling, Carbon Offsetting, etc
Etc...
PLAN A MOCK DRIVE

Goals
- Simulate a real event to workout issues
- Get people comfortable with their roles and used to traveling together

What to include
- Full race crew
- Simulated conditions (set hours, checkpoints, driver changes, flat tires, etc)
- At least one overnight (test out any camping gear)
- Use part of the actual event route (if possible)

Don’t forget to include the mock drive (and other practice) in your budget!