

## **RAT Trial Equipment**

### **Repair, Replace or Requests Procedure**

If you are a trial equipment manager, chief course builder, trial chair or really anyone who notices problems with any of RAT's trial equipment, please follow the below procedure.

- 1) Mark the equipment that is broken or requires attention. There is yellow/black "caution" tape in a small tote in Papa bear that you can use to mark the item.
- 2) Pack the item **last** in the trailer after the trial. This will allow an equipment committee member to easily access the item after the trial.
- 3) Fill out the online form outlining the problem in the RAT Equipment Fix Request Form\*  
[https://docs.google.com/forms/d/1Us6xeAXO5US1acJGQLb\\_Lzku-2lBih6o-5fM4Dgdjp0/viewform](https://docs.google.com/forms/d/1Us6xeAXO5US1acJGQLb_Lzku-2lBih6o-5fM4Dgdjp0/viewform)
- 4) You may use the above online form for new items or improvements under \$100.
- 5) If you are requesting new equipment for a specific venue, please send a proposal to the RAT board of directors, and cc Julie Pitt at [pitt.julie@gmail.com](mailto:pitt.julie@gmail.com)

Your proposal should include the following:

- a. Item requested
- b. Quantity
- c. Venue(s) to be used
- d. Recommended vendor
- e. Cost
- f. Reason equipment is needed
- g. Storage concerns

**\* Please use the online form for any and all equipment problems.** No repairs, replacements or requests can be guaranteed if you haven't used the online form. Thank you for your assistance.