

Eastern Shore Aeromodelers Club Event Program

June 5, 2009

The club wishes to support individual member interests by providing access to club facilities coupled with coordination of temporary amenities, volunteers, and safety oversight. To that end, all club events will be subject to the following club policy.

Definitions:

- “Club event”- or “Event” is any organized activity held at the club field which restricts the use of the field or facilities for any period of time.
- “Champion” or “Coordinator” is any current club member in good standing wishing to organize an Event.
- “Officers” are the current elected President, Vice President, Secretary/Treasurer, Safety Officer and Board of Directors of the Club.
- “Liason” is a person appointed by the Officers to collect information from a Coordinator regarding the specifics for a proposed Event and report to the Officers for review, comment, and approval.

Policy:

1. All proposed Events shall have a Champion who is willing to define the event, organize sponsors (if needed), prepare a budget, produce draft publicity documents, and be on hand to implement the event at the time and in the manner approved by the Officers in the final event plan.
2. Events shall not be publicly advertized nor shall any commitments be made to outside entities on behalf of the club prior to receiving the written approval of the Officers. All publicity shall be in agreement with the approved plan including any conditions and restrictions imposed by the Officers.
3. The club may appoint a Liason, who shall be a member of good standing in the club to work with the Champion in collecting information, identifying assets required, recommending club actions and responses to accomplish the managing of the event and provision of the services promised. Absent an appointed Liason, the Champion shall work directly with an Officer.

4. The Officers shall review a written proposal prepared by the Champion with assistance of the Liason . At a minimum, the proposal shall contain:
 - Date or Dates of the proposed event, including start and finish time.
 - Title for the event
 - Narrative description of the event and activities to be considered (if any). For each activity, the narrative shall describe any materials needed (may include drawings or materials list) and a description of how the activity will be conducted including any measurements needed for proper set up, the method of scoring and shall address any potential safety issues.
 - A budget outlining estimated costs associated with each activity proposed in the event including rental of special equipment (if any), needed construction at the field, the cost of outside vendors (if any), and the anticipated sources of income generated by the event (if any).
 - A list of members or others committed to assisting with the event and what duties each is expected to handle.
5. The Officers shall decide if the event needs to be sanctioned, and, if so, the club will arrange for a Contest Director. Sanctioned events need lead time as established by the AMA. No sanction will be applied for until after the Officers approve the final event plan.
6. The Officers will review the plan presented and provide approval or disapproval with comments if any. The review period shall include presentation at a regularly scheduled club meeting or meetings and the Approval decision shall take into account the level of support shown by the membership. The Officers' approval may contain conditions or restrictions which will become a part of the final plan for the event.

EVENT NAME _____

EVENT DATES _____

CLUB MEMBER _____

E-MAIL _____

PHONE # _____

EVENT CORDINATOR _____ IS THIS A SANCTIONED EVENT _____

EVENT TYPE _____

- Please give a brief description of what this event will consist of.
- Give descriptions of any contests, Half time shows and where pilots and spectators will be.
- Please keep in mind the safety of everyone at the field when planning this event
- Keep in mind line of sight for spectators viewing pleasure when placing campers, vendors, contests and shows.
- Please give a time schedule that you are planning to go by.
- List any concerns you may have so we can address them.
- Provide a rough sketch on the field diagram as to where every thing will be.

LIAISONS DUTIES

- **To help in planning event.**
- **To help members wishing to hold an event.**
- **To work as a hub between the Board of Directors, club members and the member holding the event.**
- **To look for safety issues and or concerns with event.**
- **To coordinate meetings with member holding event and safety officer or other officials as needed.**

Things To Think About When Planning An Event

- **Parking**
- **Will there be campers (how many) when will they begin to show up?**
- **Camping fee?**
- **Will there be vendors (how many) where will they set up?**
- **How many pilots are you expecting?**
- **How many spectators?**
- **Will there be landing fees for pilots?**
- **How will you identify pilots (badges)?**
- **Pilot meeting.**
- **Safety meeting (Safety officer should hold this meeting).**
- **Event promotion (fliers, newspaper adds, web site etc.).**
- **Do you need a sign at the end of the driveway?**
- **Do you need a banner to advertise suppliers?**
- **Do you want to sell T-shirts?**
- **Are you planning a raffle (what will you need)?**
- **Are you planning a 50/50 raffle?**
- **Will you have field prizes for pilots?**
- **Pilot numbers on radios that correspond to pilot sign up sheet (helps in identifying owner of radio & can serve as number for field prize drawings)?**
- **Will there be any contests (what will you need i.e. prizes, trophies, tools)?**
- **Will this be a sanctioned event?**
- **Contact information from pilot events is a big help.**
- **Will you need night security?**
- **Protect your club (night flying, music, excessive noise, etc.).**
- **Do not overwhelm your help (they need to enjoy this event too!).**
- **Come up with a schedule for the day's events.**
- **If food will be available what will the menu consist of?**

EVENT BUDGET

NAME OF EVENT _____
EVENT DATE _____
TYPE OF EVENT _____
EST. # OF PILOTS _____
Number of days: _____
NAMES OF MEMBERS _____
RUNNING EVENT _____

Breakdown of expenses	ESTIMATED	ACTUAL	INCOME
FOOD	\$	\$	\$
PRIZES	\$	\$	\$
TROPHIES	\$	\$	\$
T- SHIRTS QTY PRICE	\$	\$	\$
BANNERS	\$	\$	\$
SIGNS	\$	\$	\$
RAFFLE	\$	\$	\$
REGISTRATION FEE	\$	\$	\$
PARKING FEE	\$	\$	\$
Other	\$	\$	\$
other	\$	\$	\$
other	\$	\$	\$
Other	\$	\$	\$
Total	\$	\$	\$

CLUB TOOLS

Updated:
Project:
Manager:

TOOL	Person TO CONTACT	Date Due	Status
SIGNS / BANNERS/ T-SHIRTS	JACK UPCHURCH		
FLYERS	MATT SEBRING		
FLYERS / NEWS LETTERS	JACK UPCHURCH		
RAFFLE TICKETS / 50-50 TICKETS	MATT SEBRING		
RAFFLE TICKETS / 50-50 TICKETS	JACK UPCHURCH		
PILOT BADGES / RADIO TAGS	MATT SEBRING		
GENERATOR	JACK UPCHURCH		
EXTENSION CORDS	MATT SEBRING		
EXTENSION CORDS	IN SHED		
PA SYSTEM	IN SHED		
PA SYSTEM	JIM DINGES		
GROUND PAINT	MATT SEBRING		
TEMPORARY FENCE / CAUTION TAPE	IN SHED		
FLAGS	IN TRAILER		
FOOD SUPPLIES / MENU / COST	TERI SEBRING		
PARKING AND FIELD LAYOUT	BOB HUMPHRIES		
PARKING AND FIELD LAYOUT	JACK UPCHURCH		
PARKING AND FIELD LAYOUT	SKIP MESSICK		
PARKING AND FIELD LAYOUT	MATT SEBRING		
PROPANE GRILLS	AT FIELD		
LIMBO POLES	IN SHED		
FLIGHT TRAINING	ERIC JOHANSON		
1/2 TIME SHOWS	JIM DINGES		
1/2 TIME SHOWS	BOB SNEAD		
SIGN IN SHEETS / PAPER WORK	MATT SEBRING		
WEB PAGE	JACK ROSEMERE		
PHOTOGRAPHY	JACK UPCHURCH		
PHOTOGRAPHY	RAY PAYNE		

Notes:



VOLUNTEER LIST EVENT DATES

Set-up Crew	Phone Number	DUTIES	DAYS
		place banners / signs / flags and picnic tables	
		mow field / parking area and entrance	
		empty and place trash cans / set up tables	
		mark out parking if needed	
RADIO IN POUND	Phone Number	DUTIES	DAYS
		pilot signup / proof of AMA	
		distribution of pilot badges	
		in pounding of radios	
RAFFLE TICKET SALES	Phone Number	DUTIES	DAYS
		sale of raffle tickets from stand	
		or walk around	
50 / 50 sales	Phone Number	DUTIES	DAYS
		walk around selling 50 / 50 tickets	
ANNOUNCEMENTS	Phone Number	DUTIES	DAYS
		announce upcoming events	
T-SHIRT SALES	Phone Number	DUTIES	DAYS
		selling of t-shirts	
Food sales	Phone Number	DUTIES	DAYS
		purchase/ prepare and sell food	
Safety	Phone Number	DUTIES	DAYS
		coordinate with safety officer	
		enforce club safety rules	
		conduct safety meeting before event starting	

HOW THIS WORKS

- **Member wanting to hold event will contact and meet with club liaison.**
- **Liaison will supply member with paper work needed to plan event.**
- **Liaison will work with member in planning the event.**
- **Liaison will work between member planning event, club members and board of directors.**
- **Member will return paperwork to liaison for board approval.**
- **Member planning event will meet with liaison before event to go over event plan and to see that everything is in place.**

EVENT NAME _____

EVENT DATES _____

CLUB MEMBER _____

E-MAIL _____

PHONE # _____

XXXXXXXXXX

A large rectangular box with a smaller rectangular box attached to its bottom right side. The smaller box contains three smaller rectangular boxes arranged horizontally.

A rectangular box with two small vertical rectangular boxes to its right.

A small rectangular box.

A thick horizontal line with a vertical line extending downwards from its right end.