



Kitsap Aircraft Radio Control Society

AMA Chartered Club #839

Event Planning Standard Operation Procedures

The following document is intended to assist club members in planning and conducting flying events at Little Field. Although not intended to be an exhaustive list of all the activities required to conduct an event, it covers the major points and will be updated as requirements are added, deleted and/or modified.

I. Before announcing a new event, the following questions should be answered:

- Who will be the primary Event Coordinator?
- Will the event be AMA Sanctioned?
- What type of event will it be?
 - Contest
 - Fly-in
 - Demonstration
 - Public Display
 - Other (specify)
- Who is the event open to?
 - Club members
 - Club member guests
 - Specific AMA-sanctioned club members
 - All AMA members
 - Public
- Which attendees may fly and/or compete at the event?
 - Club members only
 - Restricted AMA members
 - All AMA members
- What type of aircraft may participate?
 - Fuel (type), electric, turbine, ...
 - Airplanes, helicopters, other, ...
 - Acrobatic, scale, warbirds, etc.
 - Size limits, power limits
- What is the anticipated total cost of the event? What are the possible sources (e.g. AMA, KARCS, fees, donations, etc.) for these costs?

II. Once the above have been determined, select the date(s) for the event.

- Check the AMA calendar for conflicts (if appropriate)
- Check the KARCS club calendar for conflicts
- Contact the KARCS Vice President for conflicts
- Discuss the plan with other KARCS club members
- Discuss the plan at a KARCS club meeting
- Request sanctioning from the KARCS Board

III. Detailed Planning

Once an event has been announced, develop a comprehensive time schedule. Make the information available as soon as possible to all interested parties.

- What events will be conducted?
- What are the field time requirements?
- Will open flying be allowed? If so, on what schedule?
- Will an entry fee be charged? If so, in what amount?
- Will a flying fee be charged? If so, in what amount?
- Will refreshments be provided? If so, what, where, when, how and who?
- Will prizes be awarded? If so, when and how?

Determine the staffing requirements and designate appropriate individuals:

- Promotion Director (flyers, posters, ads, notifications, etc.)
- Contest Director
- Assistant Contest Director(s)
- Registration officer(s)
- Judge(s)
- Score Keeper(s)
- Air Boss
- Food Service Coordinator
- Prize Hustler
- PA Announcer

Determine the timeline and persons responsible for pre-event preparations:

- File any AMA paperwork (as early as possible for magazine coverage)
- Service honey bucket
- Mow lawn
- Develop parking plan
- Order and pickup Awards

Insure all necessary supplies are identified and available

- Cash box with change
- Scoreboard & markers
- Clipboards
- Judges chairs
- PA system
- AMA forms
- Contest and/or event forms
- Support Items
 - Balloons & helium
 - Crepe paper streamers
 - Arresting Gear
 - Pylons

IV. On the Day of the Event:

- Everything will be so well planned, there won't be any problems at all!

V. Review the following *Lessons Learned*:

- If this is an AMA sanctioned event, AMA rules apply. Be familiar with them and have copies handy.
- If this is a non sanctions event, post the rules early and have plenty of copies available.
- Announce and post any fees early and clearly.
- Clearly identify what types of aircraft can participate.
- Clearly identify any flight restrictions, e.g. maiden flights, test flights, open flying, etc. Set aside specific times for the above if possible.
- Post the event timeline and try to stick to it.
- Consult with contestants before making significant changes to the events or their order.
- After the event, add anything to this document that will help the next Event Coordinator from screwing up.