

Key Team Member's Task List



U. S. Scale Masters National Championships Event

Key Team Member's Task List

Foreword

The question most asked by clubs that are considering hosting the U.S. Scale Masters National Championships event is “What’s in it for us?”

Most clubs experience record bank accounts that allow new possibilities for field improvements, building a clubhouse, or other things that before the event, were just a dream. Other benefits include the national recognition that comes with hosting the event. There is a sense of pride that money cannot buy when you are recognized as the host club when attending other national events or trade shows.

Other benefits are subtler in the form of a new sense of club unity that comes from the teamwork of those working together. It is very rewarding to see someone who used to come to every other club meeting, take ownership of a task and lead his/her team to success. This renewed club spirit can be very beneficial in years to come.

The 3 things USSMA looks for in an event proposal is as follows:

1. The host club commitment. How many have or could be volunteered to be part of the planning, setup, sales, advertising, etc. Some past Championships have had over 100 volunteers working the event!
2. Event site. Runway (paved/grass and length) and overfly conditions, public and contestant parking capacity, nearby hotel and banquet accommodations, any restrictions, etc
3. Expectations. The host club can expect a 50/50 split in revenue and will be responsible for nearly all aspects of the event (judges, sponsors, working capital needed etc).

So while all of this doesn't come without a price, in the form of commitment and hard work, the rewards are great. The following is a list of items that may be used to trigger certain things in order to prepare. USSMA thanks Michael Peck for putting this together for us and we hope you find this useful.

Cheers,

Carolyn Van Herk
National Chairman

Key Team Member's Task List

U.S. Scale Masters Detailed Task List

Table of Contents

Advertising Coordinator: _____ 8

Air Boss: _____ 9

Banquet Coordinator: _____ 10

Concession Coordinator: _____ 11

Contest Manager: _____ 12

Donations Coordinator: _____ 13

Exhibit Booth Coordinator: _____ 14

Field Equipment Coordinator: _____ 15

Field Marshal: _____ 16

Financial Manager: _____ 17

Frequency Control Coordinator: _____ 18

Gate Collection Coordinator: _____ 19

Parking Operations Coordinator: _____ 20

Photographer: _____ 21

Registration & Scorekeeping Coordinators: _____ 22

Contest Director: _____ 23

Sales Booth Coordinator: _____ 24

Key Team Member's Task List

US Scale Masters Championships

Master Task / Expense / Income List 12/5/99 by Michael Peck Rev B 12/22/2001

Task	Task Description	Responsible	Expense	Income	Remarks
1	Finalize the Location for Championships	Board of Directors	-	-	Input from CD's
2	Identify Contest Director	CD, Board of Directors	-	-	
3	Identify Vanguard Team Leader	CD, Board of Directors	-	-	
4	Create List of Potential Sponsors	Donations Coordinator	-	-	Input from USSMA
5	Secure Flying Site	CD, Vanguard Leader	-	-	
6	Secure a Color Guard for opening ceremonies	CD	-	-	
7	Organize Food Concessions	Concession Coordinator	-	-	
	Income from vendor booth rentals (?? booths @ \$ ea.		-		
8	Secure Bleachers or Grand Stands	Field Marshall		-	Rental ?
9	Identify Parking Coordinator	Field Marshall	-		Income from admissions
10	Secure a PA System	Field Marshall	-	-	
11	Organize the National Anthem	CD	-	-	For Fri, Sat
12	Identify Photographer Coordinator	Vanguard Leader		-	take commemorative photos
13	Identify Air Boss	CD	-	-	
14	Identify Local Sales Coordinator	Vanguard Leader			Tracks sales of hats, shirts, pins, etc.
	Order Hats, Golf Shirts, Pins : (expense only)		-	-	
	? Hats for pilots and for sale			-	X hats @ \$?? per hat
	? Hats for Judges			-	X hats @ \$?? per hat
	? Golf shirts for pilots and for sale			-	X hats @ \$?? per hat
	? Tee shirts for pilots and for sale			-	X hats @ \$?? per hat
	? Green special shirts			-	X hats @ \$?? per hat
	? Pins for pilots and for sale			-	X pins @ \$?? per pin
	? Other				
	Sold hats, Shirts, Pins: (income only)		-	-	
	Sold ?? hats		-		X hats @ \$?? per hat
	Sold ?? Golf shirts		-		X hats @ \$?? per hat
	Sold ?? Tee shirts		-		X hats @ \$?? per hat
	Sold ?? pins		-		X pins @ \$?? per pin
	Sold ?? other				
	Give away hats, shirts, pins: (inventory record) (no income)		-	-	
	? hats for pilots		-	-	

Key Team Member's Task List

	? hats for judges		-	-	
	? Golf Shirts for pilots		-	-	
	? Tee Shirts for pilots		-	-	
	? Shirts for judges etc.		-	-	
	? pins for pilots and judges etc.		-	-	
	? other				
15	Organize Trophies and Awards		-	-	
	Trophies	Vanguard Leader		-	Expense of making / buying trophies
	Plaques	USSMA		-	Expense of buying plaques
	Special Awards	USSMA	-		Donated income for trophies / plaques
	Shipping			-	Cost of shipping trophies / plaques
16	Create Program handout (for sale at gate for \$?)	Advertising Coordinator		-	Cost of printing ?? Programs
17	Identify Scorekeeper and download program	USSMA		-	
18	Identify Local Registration Coordinator:	USSMA	-	-	
	Register non-member pilots (income only)		-		
19	Organize and Certify Judges	Technical Director	-	-	
20	Secure Hotel for Staff and Judges: (expense only)	Vanguard Leader	-	-	
	?? rooms for judges			-	
	?? rooms for staff			-	
	Secure conference room for registration Wednesday evening	Vanguard Leader			
	Secure Hospitality suite available each evening until 1:00am	Vanguard Leader			
21	Secure Banquet and other dinners	Banquet Coordinator	-	-	
22	Secure Tickets, Passes, and Name Badges: (Expense only)	Banquet Coordinator	-	-	
	Print ?? tickets			-	
	Print ?? passes			-	
	Print ?? badges			-	
23	Identify Local Advertising Coordinator:	Vanguard Leader	-	-	
	Generate art work for posters and flyers	USSMA		-	
	Print posters for trade			-	
				-	
24	Identify Donations Coordinator:	Vanguard Leader	-	-	
25	Create Press Info Pack	Marketing Director		-	
26	Create Roles and Responsibility Matrix	National Chairman	-	-	
27	Identify Location for Static Judging	CD	-	-	
28	Set up Static Judging Area	Judge Coordinator	-	-	
29	Identify Field Marshal	CD	-	-	
30	Identify Field Equipment Coordinator	Field Marshall		-	Cut grass, sweep runway, paint lines

Key Team Member's Task List

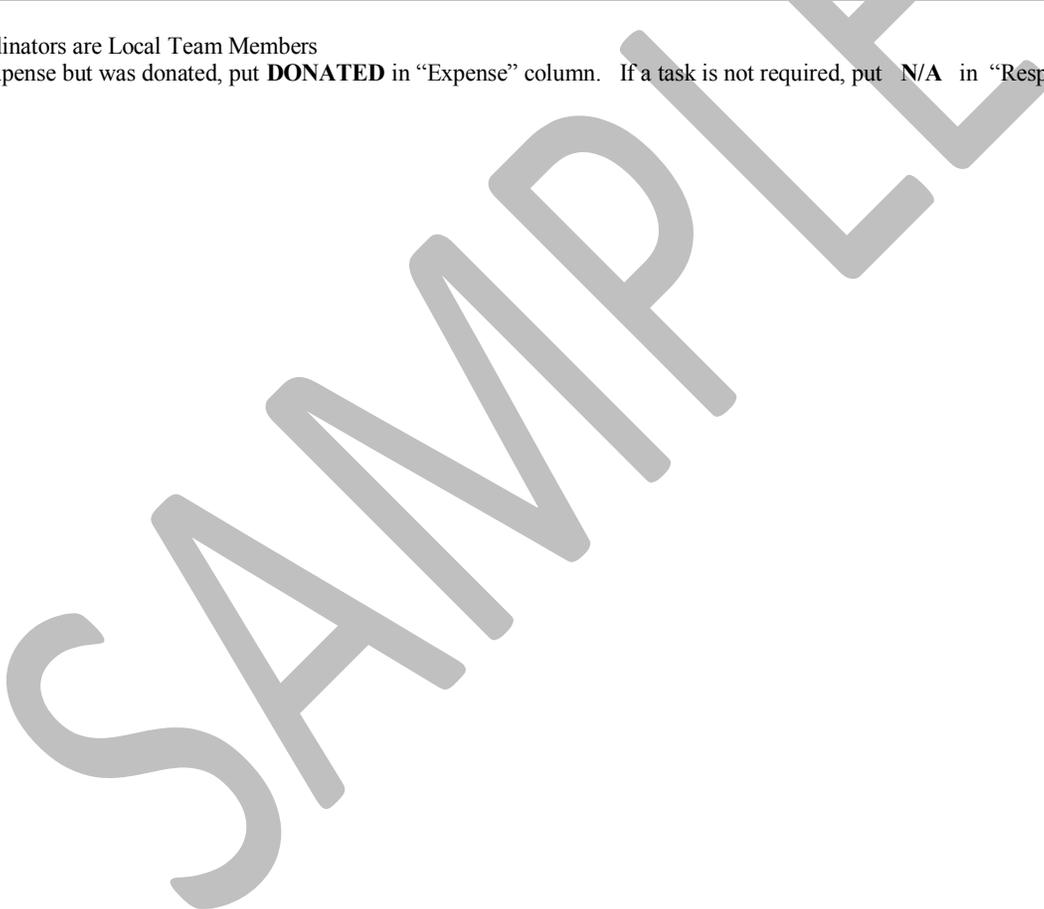
31	Acquire tables, chairs, pens, cash boxes for: Registration stations, scorekeeping, VIP seating, sales area, gate collections area, announcer, food concessions, raffle sales, eagles nest				
32	Identify Ticket Sales Staff	Vanguard Leader		-	Expense of printing tickets
	Income from sale of tickets		-		Income from sale of tickets
33	Create Master Budget	USSMA		-	
34	Secure "Eagles Nest" hospitality area at flying site for key sponsors and judges (VIP lounge)	Vanguard Leader		-	
35	Obtain AMA Sanction (expense only)	CD		-	
36	Create Welcome Banners and Signs (expense only)	Donations Coordinator		-	
37	Create Solicitation Letter (expense only)	USSMA		-	Cost of mailing etc
38	Create Host Club budget	Vanguard Leader, CD		-	
39	Write Welcome Letter	CD, NC		-	
40	Print Forms, Reg, Static, Flight sheets (expense only)			-	Cost of printing
41	Write Sponsor Support Request letter	National Chairman		-	Cost of printing and mailing
42	Create Sponsor Board	Field Marshall		-	
43	Create Score Board	Field Marshall		-	Perhaps boards from 98 could be used?
44	Create Frequency Board	Field Marshall		-	
45	Secure port-a-potty's, trash cans	Field Marshall		-	
46	Identify Sales Coordinator				
47	Create and send out Radio Add	Advertising Coordinator		-	
48	Create Magazine Add	Advertising Coordinator		-	
	Cost of Ads for following magazines: (expense only)			-	
	Model Aviation			-	
	Fly R/C			-	
	Model Airplane News			-	
	Other			-	
49	Coordinate local Hobby Shop prize donations	Donations Coordinator			
50	Apply for Field Permits	Contest Director		-	
51	Notify EMS and Fire Station of event	Contest Director		-	Emergency Medical Team on standby
52	Make up Flight Judges Stations (4)	Field Marshall		-	
53	Secure Fire Extinguishers (4)	Field Marshall		-	
54	Make up Static Judges Stations	Field Marshall		-	Utilizing the "Spinning Judges" concept
55	Organize 1/2 Time Demos	CD		-	
56	Organize full size Fly-Bys (if any)	CD		-	
57	Organize Friday Night Hanger Party	Banquet Coordinator		-	

Key Team Member's Task List

58	Organize Saturday Evening Banquet	Banquet Coordinator	-	-	Budget; \$28 person expect 110 people
	Sold ?? dinner tickets/give-away dinners		-		Income from sale of dinner tickets
	Identify MC	Vanguard Leader		-	
59	File AMA and Scale Masters reports	Contest Director		-	Cost of mailing
60	Create Pilot, Sponsor, Press Packets to distribute; registration	Registration Coordinator			
61	Identify Local Financial Manager	Vanguard Leader			
62	Organize radio/TV raffle and/or 50-50 raffle.	Donations Coordinator			

Directors are USSMA Staff; Coordinators are Local Team Members

If a task would normally have an expense but was donated, put **DONATED** in "Expense" column. If a task is not required, put **N/A** in "Responsible" and "Expense" columns.



Key Team Member's Task List

Advertising Coordinator: _____
 Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to help in performing public relations/advertising contacts			
Write initial press release announcing event, location, dates, brief description and be sure to include enough detail and a "hook" – biggest, best, national event, etc. Send press release via internet to all State/Region model club web sites requesting it be printed in their newsletters. Use press release with newspaper, radio, & TV contacts.			
Contact newspapers to obtain coverage of and advertising for the event. Get estimated costs (\$)			
Contact television stations to obtain coverage for and advertising of event			
Contact radio stations to obtain coverage for and advertising of event			
Develop computer generated flyer (targeting John Q Public) for event and assure widespread posting & distribution in hobby shops, shopping malls, convenience stores, gas stations			
Obtain list of all AMA clubs within the State and mail each 2 contest flyers			
Contact all model-oriented magazines & determine if ad flyer can be printed in at least two issues prior to the event. Get estimated costs (\$)			
Provide contest manager with written list of worker names			

Key Team Member's Task List

Air Boss: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work on flightline operations			
Identify location of safety inspection area and arrange for tables, stands, clipboards, pencils, etc.			
Insure all models are safety inspected after static judging & photographs			
Assign runners to take score sheets to scorekeeper after each flight			
Determine & control take off and landing direction during official flights			
Obtain fire extinguisher for each flight station			
Arrange for safe fueling area(s) of specialty fueled aircraft such as turbine jets			
Assure flightline operations are conducted compliant with safety requirements			
Assure personnel attempting to recover models follow safe practices			
Arrange for radios to communicate with flightline judges – USSMA to provide radios			
Provide necessary temporary striping tape on runway to identify spot landing zones and judges centerlines as required			
Make determination on “mulligans” based on number of entries			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Banquet Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work on banquet ticket collections/sales functions			
Identify location of restaurant for banquet			
Arrange menu and negotiate price of meal			
Arrange audio visual equipment for banquet program (PA, podium, screen, overhead projector, etc. (Coordinate with National Chairman or his designee)			
Determine location at field for ticket sales booth (coordinate with Field Marshal) and arrange for tables, chairs, shade, cash box, start-up money, etc.			
Staff ticket sales booth for all four days			
Have numbered tickets for banquet printed up, with sales price & tear off stub			
Ticket sales booth will also sell raffle tickets, pit passes, shirts, pins, hats, and perhaps bleacher seating tickets, etc. Obtain any necessary other tickets and raffle drum.			
Develop and provide copies of a map showing how to get from the field and from the headquarters hotel to the banquet restaurant			
Develop advertising flyer for banquet to conspicuously post at the field			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Concession Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work in kitchen all four days & establish hours of operation, i.e., 7 AM – 3 PM			
Determine what will be sold for breakfast & costs (coffee, donuts, muffins, etc.)			
Determine what will be sold for lunch & costs (burgers, hot dogs, sodas, bottled water, etc.). Remember, we need to make some \$ here. Present estimated costs and sales prices to committee for approval.			
Determine what we are going to charge club workers for food; (1/2 price instead of free?)			
Assure kitchen area is cleaned before contest starts			
Assure all kitchen equipment is clean & works properly.			
Arrange for kitchen power (generator) and generator fuel.			
Arrange for needed propane gas and re-supply.			
Post sign within kitchen area with items for sale and prices.			
Acquire/preserve (refrigerate) needed foodstuffs, and obtain cups, plates, utensils, condiments, coolers, plenty of ice, etc. & arrange for re-supply (daily?)			
Insure that all raw food is fully cooked, and normal kitchen help hygiene precautions are observed in handling food and money.			
Assure adequate free cool water is available for everyone including spectators			
Obtain cash box and start-up funds from Financial Manager			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Contest Manager: _____
 Otherwise known as the Vanguard Leader

Assigned Tasks	Date Required	Date Planned	Date Completed
Arrange dates and locations for and conduct regular status meetings with key team members and the Contest Director for progress reports and updating of assigned task lists.			
Assure that all key team members complete assigned tasks within required deadlines, and that adequate workers are available when scheduled to perform requisite duties in support of the event.			
Identify Headquarters hotel, secondary hotel, and securing blocks of rooms for competitors to rent.			
Arrange for the headquarters hotel hospitality suite, and requisite snacks and beverages within available budget			
Set-up Friday night hanger party at the field, to include snacks and beverages within available budget			
Obtain an air-conditioned trailer/motor home for registration and scorekeeping			
Develop a list of recommended restaurants near the Headquarters hotel			
Obtain motor home for the Eagle's Nest on site sponsor hospitality area and obtain needed snacks and beverages to stock the nest if budget allows.			
Meet with City Parks Recreation & Library Department staff to discuss upcoming event along with CD, and determine what assistance the City may be able to provide and what requirements the city will have for having the event at the field.			
Assist in problem resolution with any of the key team members that are having difficulty completing their assigned work.			
Make and issue press passes (all areas) and a descriptive written press kit to include VIP parking pass for press that attends the event.			
Make up pit passes for all workers, pilots, pilots' crew members, sponsors, etc			
Arrange to receive mail from USSMA, pilots, sponsors, etc. for all items that need to be sent to the event. Bring items received in the mail to the field for the event.			
Arrange for an honor guard and flag raising ceremony Friday, Sat., and Sunday			
Maintain regular communication with USSMA VP and Finance Director via e-mail/phone to coordinate for the event and activities.			
Bring best of awards trophies to the banquet for presentation by the USSMA			
Provide consolidated worker lists to individuals at the parking gate so those workers are not charged parking and non-working club members are.			
Other duties as may be assigned by the Contest Director (expect a bunch)			

Key Team Member's Task List

Donations Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Contact local hobby shop owners regarding sponsoring (\$) US Scale Masters Championships, or purchasing display booth space at the event, or contributing some scale oriented merchandise			
Contact other businesses that may wish to help sponsor Scale Masters Championships to gain publicity and help the club (a non-profit charitable organization). US Scale Masters Tax ID # 93-1251545			
Utilize the US Scale Masters list of past contributors and telephone all listed contacts soliciting sponsorship/contributions.			
Recruit a trustworthy member to assist you in picking up, storing, and bringing to the contest any merchandise donations received.			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Exhibit Booth Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work in helping to locate and set up exhibit booths			
Identify a location for exhibit booth sites with the Field Marshal. See page 8 of the Competition Guide			
Mark off the locations of approximate 10' X 12' booth areas depending on how many are anticipated prior to the event.			
Have staff available at the field to assist in the set up of booths the first 3 days			
Arrange for Warbird fly-by or half-time event, (Sat & Sun)			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Field Equipment Coordinator: _____ Works closely with Field Marshal

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work in field equipment acquisition, delivery, set up, take down, and return activities			
Determine what equipment will be needed with the field marshal			
Find sources for the needed equipment, including borrowing from other individuals, clubs, organizations, or rent/buy/make if needed			
Develop cost estimates for needed purchases and/or rentals			
Assure equipment is delivered to the field and is set up before the event begins			
Assure that all borrowed items are marked or identified in some way to insure their return			
Coordinate after hours field security requirements with the field marshal			
Coordinate and take down equipment at the end of the event			
Ask other club members who have pick ups and other vehicles to help you in hauling equipment			
Insure that your staff who are involved in your activities do not have back injuries and other maladies that could be re-injured and make sure there are enough men to make the jobs safe.			
Determine where equipment is to be set up with the field marshal			
Provide for security staffing at the spectator fence openings to control entry to the pit area and incursions at each end of the spectator fencing			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Field Marshal: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit responsible individuals to fill key positions that will assist the Field Marshal in various aspects of field preparation, set up, and operation of non-flying activities. (Equip, Parking, Gate, & Exhibit Booth Coordinators)			
Provide management of the clearing of additional land for general and VIP parking areas, divide & mark the parking areas and provide vehicular access to them			
Identify locations for and mark some handicapped parking spaces			
Identify and mark location for parking of motor homes and trailers			
Designate and mark temporary pilot unloading/loading zones near the ramada			
Identify location(s) for additional J-Johns			
Provide space for kitchen support vehicles			
Identify locations for a line of display booth set ups close to spectator areas			
Identify and develop one or more site(s) for bleacher seating			
Identify a pit area location for sponsor reserved seating under shade awning including acquiring and marking chairs with the sponsor name(s)			
Provide for general dragging and clean up of the site, including around runway, access road, existing parking lot, & ramada area, etc.			
Provide for the set up of the dual simultaneous static judging system including tables, chairs, clipboards, pencils for 4 static judges			
Provide for the set up of 4 flight judging stations of 2 judges each to include chairs, shade umbrellas, clipboards, pencils on the pit side of the runway			
Set up the field PA system (likely most speakers to the spectators)			
Set up the registration area with tables and chairs			
Set up scorekeeping area			
Make and determine display location of three separate Sponsor boards			
Identify primary, secondary, and tertiary locations for sponsor banners			
Acquire sponsor banners			
Acquire and hang a USSMA welcome banner			
Acquire a photo backdrop and determine location of picture 'booth'			
Acquire and determine display locations for score boards that spectators can see			
Acquire/make cassette tape recording of national anthem			
Provide cassette tape player with PA system			
Assure subsidiary coordinators acquire substantial club worker help			
Obtain colored vinyl "car dealer" type flag lines and decorate the ramada			
Provide additional trash cans at the field.			
Insure there are security workers to man gate areas in spectator fence line			
Make and present a scale drawing of the runway, ramada, parking areas and identify locations of everything for review by committee			
Provide contest manager with written list of worker names			

Key Team Member's Task List

Financial Manager: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Provide financial record keeping for the event that separately identifies funds or merchandise assets received from the USSMA, local sponsors, hobby businesses, etc. Utilize USSMA chart of accounts.			
Provide financial record keeping and receipts for all expenses incurred for the event to the USSMA Finance Director.			
Provide financial record keeping that identifies separately income received from entries, the kitchen, parking, pit pass or bleacher seating sales, raffle, banquet sales, etc.			
Provide start up funds for the kitchen, parking gate, registration, and ticket sales booth.			
Make, or have someone make, a cash collection run to the field on each of the four days of the event to insure that not too much cash is maintained at the field.			
Coordinate with the USSMA Finance Director for a complete accounting of the event so that the negotiated profit split between the Scale Masters and the club can be made in a timely manner.			
Provide written worker list (yourself and anyone assisting you) to contest manager prior to event			
Provide for additional J-Johns (and a cleaning during the event – Sat afternoon?)			
Arrange for the main field dumpster to be emptied prior to event and one pick-up during the event – Saturday morning.			

Key Team Member's Task List

Frequency Control Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work in transmitter impound area			
Identify location of transmitter impound area			
Arrange for necessary tables, chairs, tape to rope off area, etc.			
Assure a complete set of 'professional' frequency pins are available each day			
Arrange to mark transmitters (or cases) with pilot entry number			
Arrange for a manned frequency monitor during competitive flying days			
Develop controls to prevent transmitter issuance without matching freq. pin			
Verify all transmitters in impound are off at all times			
Make and provide pilot 'clothes pins' with frequency and pilot name on them			
Use pilot clothes pins on frequency board to track who was given each freq. pin			
Provide security for transmitters placed in impound			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Gate Collection Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work the entry gate for three days, with appropriate shift relief			
Charge per car for spectators			
Do not charge VIP's, pilots, workers, or the press parking fees			
Coordinate with parking operations coordinator to obtain table/spool, chairs and shade			
Obtain cash box and start up funds			
Provide for regular cash turn-ins to avoid having too much cash at the entry site			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Parking Operations Coordinator: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit individuals to work on the direction of parking vehicles for all 4 days.			
Recruit a gate collection coordinator to assure he has staff to man the entry gate for three days, with appropriate shift relief.			
Assure gate collections obtain shade, table or spool, cash box, and start up funds.			
Have staff to direct vehicular traffic to general parking, VIP parking, pilot unloading zone, handicapped parking, and motor home/trailer parking areas.			
Assure parking staff has appropriate shift relief.			
Assure that individual parking areas are identified with proper signs, that parking boundaries are marked, and that adequate access to each area is available and kept free of bottlenecks.			
See if we can obtain (borrow) some lightweight high visibility safety vests for parking people?			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Photographer: _____

Designated Alternate: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Recruit (if possible) a competent back up individual who could take over as photographer if for some reason you are unable to make it.			
Coordinate the location of the photo booth with the Field Marshal			
Assure that the necessary backdrop is available and set up at the photo booth on static judging day.			
Provide all needed photographic equipment			
Provide ample supply of photo film			
Take 2-3 pictures of each contestant with his/her model at the photo booth following static judging and before the model is taken apart for safety inspection.			
Arrange to have film developed & photos printed and picked up for distribution on Saturday.			
Arrange to provide each contestant with a photo of himself & the model no later than Sunday morning.			
Take some test photos before the event to make sure the equipment is working.			
Provide written worker list to contest manager prior to event			

Key Team Member's Task List

Registration & Scorekeeping Coordinators: _____

On Site Registration Coordinator: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Acquire adequate computer with printer to run scorekeeping program from USSMA. Microsoft Office 2000 software required if running Masters SW (USSMA may provide equipment)			
Print registration, static score sheets, and flight score sheet forms and reproduce sufficient copies for event			
Prepare clothes pin tag with each contestant's name and frequency number to use in establishing flying order matrix post for each of the four judges' stations.			
Register participants and provide them with manila envelope containing contestant package consisting of the welcome letter, static and flight score sheets, nametag, VIP parking pass, sponsor lists, etc.			
Provide sponsor packets to all sponsors attending meet.			
Make and post boards at each flight station identifying contestant order of appearance for each round. Remember round order reverses every other round			
Matrix all contestants on one of the four flight stations. Suggest using outer two stations only for all jets using propane fuel to facilitate fueling away from people/activity. Coordinate with Air Boss.			
Provide computerized scorekeeping during the course of the competitive flying portion of the event.			
Develop mechanism to return flight score strips to contestants after scores are entered into the computer			
Post scores to main spectator score boards at least at the conclusion of each round			
Provide final printed scoring results to contest director following the conclusion of the flying portion of the event			

Key Team Member's Task List

Contest Director: _____

Assistant CD: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Secure a Color Guard for opening ceremonies			
Organize the National Anthem			
Identify Judge Coordinator			
Identify Air Boss			
Apply for Field Permits			
Notify EMS and Fire Station of event			
Organize 1/2 Time Demos			
Organize full size Fly-Bys (if any)			
Organize After Static Night Hanger Party			
Be on location always (unless designated AMA rep is present)			
Set time of Pilots meeting each day			
Conduct Pilots meeting each day – go over list in Comp Guide			
Organize prizes to hand out at Sunday Awards ceremony			
File AMA and Scale Masters reports			
Other duties as may be assigned by the Vanguard Leader (expect a bunch)			

Key Team Member's Task List

Sales Booth Coordinator: _____

Assigned Tasks	Date Required	Date Planned	Date Completed
Obtain volunteers to man the sales booth each day	Each Day		
Obtain approved price lists from Financial Manager	Wed		
Coordinate with the Field Marshall the location of booth/s	Prior		
Obtain awning, tables, chairs for use each day	Prior		
Ensure area is set up prior to event	Wed		
Plan on volunteer staff being at registration to sell shirts, hats, tickets, etc	Wed		
Set up sales tick sheets to account for each item sold	Each Day		
Responsible for accurate accounting of items sold and funds received	Each Day		