

## C.D. Duties

### 6 MONTHS BEFORE EVENT:

- A. Set the dates for the event.
- B. Choose a certified assistant director.
- C. An event sanction needs to be completed and sent to the AMA's 10th District Sanction Coordinator with a check made out to Academy of Model Aeronautics. If you need a sanction form, go to the AMA web site under competition and events. Look under competition documents. You may fill out #301 on line or download 302 to mail in the sanction with a check. You will also need #313 which is a 10A and 314B which is the 10B. These forms are sent in after the event. Make sure you fill out the event description section of the application. This will ensure that we get event information into the magazine.
- D. Make your flyers and magazine ads as soon as possible. Most magazines require 3-4 months lead time. Find out the cost to print your flyers and the cost to run your ads. Don't forget to say that these are Radio Controlled model airplanes. Minimum entry fees set by the club are \$30.
- E. Make up a budget using the spread sheet attached and present it to the club's board members at a board meeting for approval along with the flyer. Seed money will be provided by the club.  
Make sure you have receipts for any & all expenses.
- F. Select your crew and give out reference packs.
  - 1. Security & Safety including club sound limitations.
  - 2. Parking
  - 3. Electric & Sound setup & Maintenance
  - 4. Cleanup & Maintenance (Trash cans, water & ice, equipment removal)
  - 5. Announcers, Registration, Flight Line Boss, Judges, Scorekeepers, Runners.  
(Make sure they are familiar with the job to be done)
  - 6. Concessions & Vendors
  - 7. Public Relations (Vance Giovanni, (480)288-0942, goldcanyon5@q.com)
- G. Make sure that you offer Overnight RV parking to out of town pilots. 10 available spaces. You must keep track of the people who want it and make them aware of restrictions. A security person is required if overnight parking is used.

### 3 Months Before The Event:

- A. Print your flyers and get them distributed to Hobby shops, Trailer parks, The Usery Park office, and check periodically to make sure they are stocked.
- B. Print registration forms, Ballots, Pit passes, Pilot, crew and staff badges. Get BIB numbers if necessary.

- C. Prize letters should be mailed or prize requests should be filed on-line.
- D. Hold a few meetings to keep in touch with your key people. Take nothing for granted. Let them do their job but know what is going on.
- E. Order Trophies or plaques.
- F. Send out invitations to pilots along with registration papers. If you have a web site get it out to the blogs and R/C related sites. Make sure you coordinate your event information with the webmaster and the public relations representative of our club. Do not contact the members of other clubs individually unless they are previous attendees and they have OK'D that contact. Send your invitation through the club's contact person or club officer. Membership information is confidential and should be kept that way. People value their privacy and we have to respect that.

### **30 Days Before the Event:**

- A. Check with the coordinator for the trash pickup if needed and extra porta potties. Schedule extra cleanouts if necessary. Check with maintenance people about gas and propane if needed. Check about the generator.
- B. Make up the Pilot's packages. They should include:
  - 1. Registration forms if needed
  - 2. Badges for pilot and crew
  - 3. People's choice ID card if needed
  - 4. Announcer forms
  - 5. Safety inspection form
- C. Make up all staff badges.
- D. Make sure you have a photographer.
- E. Make up a pilot meeting brief.
- F. Make sure you have change for registration & parking a few days before the event.

### **Day of the Event: Get help doing these items.**

- A. Make sure the PA is set up.
- B. Make sure the registration is set up and has all that he needs.
- C. Get the generator set up and running.
- D. Make sure all the signage is displayed.
- E. Flag Pole, the Flag and the National Anthem.

### **After the Event:**

- A. Get people to do the cleanup and empty the trash cans
- B. Return any borrowed equipment.
- C. Thank you letters for donations.
- D. Paperwork to AMA.
- E. Money, receipts for gas & any other expenses to the treasurer.
- F. Put away signs.