**Event Planning Check List**

**FIRST WEEDWACKER AERO SQUADRON**

Event coordinators are encouraged to use this checklist as a tool to ensure smooth event execution. A copy of the form should be shared with the Board at least two months prior to a planned event, and possibly earlier depending on sanction requirements. Updated Mar 2015

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| **Event Title:** | | Choose an item. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planned Date: | | | | | | Click here to enter a date. | | | | | | | | | | | Rain Date: | | | | | | | | | | Click here to enter a date. | | | |
| Event Coordinator: | | | | | | | | |  | | | | | | | | | | | Coord Phone | | | | | | | | | |  |
| AMA sanction required? | | | |  | | | | Contest Director | | | | |  | | | | | | | CD Phone | | | | | | | | | |  |
| Open Event? (Note: For events that are open to participants outside of the Weedwackers, specific effort shall be made to visually site AMA membership cards for non-members) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Funding:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entrance Fee $ | | |  | | | | | | | | What does the fee cover (brief description i.e. food, prizes, fund-raiser? | | | | | | | |  | | | | | | | | | | | |
| How will funds be handled?  (Who will collect the fees and transfer to Treasurer?) | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |
| **Safety:** (Identify special requirements, gate accessibility, boundary monitors): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Advertising:** (club notifications, flyers) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Flyer to be prepared by (name): | | | | | | | | | | | |  | | | | | | | | | | | | | Phone: | | | |  | |
| Flyers to be distributed via: Bulletin board Hangar News Web site Local hobby shops  Distribution to local area clubs AMA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Note - Newsletter Editor must have artwork/flyers by 15th of the month for end-of-month publication. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Photography/Media Coverage** (Identify plans for photography or video): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Photographer | | | | | | |  | | | | | | | | | | | | | | | Phone | | | | | |  | | |
| Videographer | | | | | | |  | | | | | | | | | | | | | | | Phone | | | | | |  | | |
| **Catering:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caterer: |  | | | | | | | | | | | | | | | | | Phone: | | |  | | | | | | | | | |
| Projected Costs $ | | | | | |  | | | | | | | | | Payment terms: | | | | | | | | | Choose an item. | | | | | | |
| Will participants be provided lunch tickets (describe)  Yes | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Proceeds go to: | | | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | |
| Additional catering considerations | | | | | | | | | | Grill clean and serviced  Sufficient propane on hand  Tables available and picnic area clear of brush, debris | | | | | | | | | | | | | Cooking utensils identified and available  Shade structures identified and available | | | | | | | |
| **Miscellaneous** items to consider | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PA system  Notify Polo Field Manager  Traffic direction at entrance  Parking coordination (keep cars clear of run-off area) | | | | | | | | | | | | | | | | Other notes: | | | | | | | | | | | | | | |
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