**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): |
|  |
| **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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