

NARAM52_Timeline

Due Date	Completed	Description	Volunteers/Task Assignees/Status
Prior to Bid Approval:			
	June 30, 2009	Research and submit bid to NAR National Events Committee Chairman.	Mike Konshak http://peakcity.org/docs/NARAM_52_Bid.pdf
	July 22, 2009	Obtain written approval of proposed events from NAR Contest Board once National Events Committee has approved the bid, and before event is publicly announced	Mike Konshak
Upon Bid Approval			
		Submit announcement of event to Sport Rocketry and NAR "Launch Windows" calendar	Warren Layfield
		Submit Promo announcement directly to all NAR Sections and Tripoli Prefectures (not an NAR requirement)	Warren Layfield
Have quote, need contract	June 17, 2009	Obtain written guarantee of room rate, number of rooms, and meeting rooms from principal host motel – submit any motel contract to NAR National Events Committee Chairman for review before signing it	Mike Konshak - Pueblo Clarion Inn \$69/night w/ breakfast NC for banquet room N/C for 3 guest room for Competition judging, Board meeting and NARTs store
9 Months Prior	October 2009		
	July 29, 2009	Decide on patch or event logo design	Mike Konshak 2 designs, one for patch, other for T-shirts Patches-R-Us Curtis Engel 16877 E. Colonial Drive Ste 313 Orlando, FL 32820 www.patchesrus.com 1-800-257-9664 Toll Free
	06/17/2009	Decide banquet menu & obtain rate guarantee	Mike Konshak Still needing rate guarantee
	July 22, 2009	Post initial event information (except fees) on website	Mike Konshak
		Establish link from NAR website with NAR webmaster	NAR webmaster
	June 23, 2009	Get cost estimates rental equipment (tents, chairs, Porta-Johns)	Mike Konshak
	July 22, 2009	Get cost estimates for T-shirts, \$6.50/shirt +\$40 per color setup	Mike Konshak Forest Flemming, Instant Imprints 965 south Hover St suite B 303-774-9260 longmont[at]instantimprints.com
		Get cost estimates supplementary range supplies, etc.	George Shaiffer www.onlinemetals.com (SS rods about \$80)
8 Months Prior	November 2009		
		Develop cost accounting system for income & expenditures	
		Obtain information on campground facilities nearest to motel/launch site	SCORE
		Hold planning session with host section staff	Mike Konshak
		Obtain FAA waiver for high-power flights covering full duration of event	Jason Unwin
7 Months Prior	December 2009		
		Complete budget and get budget/fees approved by NAR Natl Events Committee Chairman	Theresa Coker Mike Konshak

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		Complete design of registration form and post on website	Kevin Brady
		Complete design of hardcopy registration form	
	July 22, 2009	Request tax exemption certificate for state sales tax (if permitted in state)	
	July 22, 2009	Open event PayPal and checking accounts	Mike Konshak
		Open event PayPal accounts	Mike Konshak
January	January 2010		
		Submit written progress report to NAR National Events Committee Chairman for his use in making a consolidated report to the NAR Board for its February meeting	
6 Months	January 2010		
	July 22, 2009	Meet with site owner/manager to review details & conditions of planned site use	Ben Whitfield
		Forward application materials to Model Rocketeer for free publication	Kevin Brady
		Forward text for part-page ad to Sport Rocketry and Model Rocketeer for free publication	Warren Layfield
4 Months	March 2010		
		Complete confirmation package for e-mail back to those who have applied	
		Send letters to manufacturers and aerospace industry soliciting funds for sponsorship of trophies	NAR National Events Committee Chairman
		Send letters to manufacturers and vendors soliciting registration packet materials and door (or other types of) prizes (but not cash donations)	Event Director and Vendor Coordinator
		Order site owner insurance for event site (launch site and any non-hotel meeting facility)	Jason Unwin
3 Months	April 2010		
		Reserve major rental items for range: tables & chairs; porta-johns; tents	Mike Konshak
		Order patches	Mike Konshak Joe Hinton
		Establish vendor or process for providing on-range refreshments	Ben Whitfield
		Place trophy (plaques/Medals) order with all engraving text	Mike Konshak Joe Hinton
	July 11, 2009	Complete day-by-day schedule for all events and post on website	Mike Konshak
	July 25, 2009	Write RSO guidelines for launch activities, including any local field-specific rules; post on website	Mike Konshak
1 Month	June 2010		
		Purchase any locally-provided range supplies (batteries, launch rods, stakes for pad pivots and flagline, etc.)	George Shaeffer
		Complete testing/repair work on all locally-provided sport range equipment	George Shaeffer
		Receive and inventory NAR range equipment from National Events Committee	George Shaeffer
		Complete testing of Contest Manager software with NARAM events & factors	Russ Anthony Mike Konshak
		Complete testing of Laptop network running Contest Manager software	Ron Coffee

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		Complete range crew work schedule sheet listing each range crew position for each day of event plus event judges	
Month of Event	July 2010		
		Obtain leaflets from local points of tourist interest for use in registration packets	
		Order contestant badge materials, meal & raffle/door prize tickets	
		Review meeting room setup and banquet arrangements with the hotel manager	Mike Konshak
		Obtain 2010 NAR certified engine list and model rocket performance record list	via Tom Lyon NAR and website
		Provide any special room grouping/assignment requests to motel	
		Order T-shirts and any other emblematic items based on advance orders	Joe Hinton
		Obtain trash containers for range	Mountain Disposal, Colorado City
		Receive and proofread all trophies	Joe Hinton
		Print flight cards, labels, judging forms	
Week Before Event	July 23, 2010		
		Obtain national pre-NARAM competition point totals from NAR Contest Board	via Tom Lyon NAR and website
		Send out local press releases	Warren Layfield, Jason Unwin
		Fill out range crew duty list with final names and make copies for registration packets	
		Complete and print directory of participants for registration packets	Kevin Brady
		Set up and conduct full operational test of range equipment	George Shaeffer
		Purchase then weigh, measure, inspect and number (mark) eggs for E Dual Eggloft event.	
		Take delivery of shipped rockets from competitors flying in.	SCORE
		Confirm schedule with food concessionaires	Ben Whitfield
		Confirm Delivery of Tents, tables, chairs	Pueblo Rent-a-tent
		Confirm delivery of Porta-Johns	Mountain Disposal, Colorado City
		Conduct launch site and range safety survey, complete the "Pre-Launch High-Power Range Safety Checklist", and provide to National Events Committee Chairman or his designated on-site representative before flying starts	James Russel
Post-Event			
		Complete list of all flight results and places for all contestants, post on website within 7 days of the end of the event	
		NAR National Events Committee Chairman mail thank-yous to trophy sponsors	
		Mail flight cards and point award sheet to NAR Contest Board within 30 days of end of event	
		Provide 'thank-you' certificates for staff & local helpers	
		Complete payment of all bills & refunds	Teresa Coker
		Clean, pack, and ship NAR range equipment	George Shaeffer
11/01/10		Produce final financial accounting; close checking account, submit check & records to NAR National Events Committee within three months of end of event	Teresa Coker Mike Konshak