

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 |