PLANNING

CHECKLIST

for

NIFA

NATIONAL SAFECONS

TABLE OF CONTENTS
[Revised 7-07-10]

Revised: 7/07/10

REGISTRATION / INFORMATION BOOTH

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Telephone ....[1]	As a central point for contestants, judges, sponsors, and staff to contact others and find out needed information. If a land line is not available, a cell phone will be needed. [Contact your local cell phone services dealers for donation of loaner equipment and air time]			
2	Table, 6 ft. ....[5]	Contestant registration, judge registration, ID pictures, and event sign-up sheets			
3	Extension cord w/surge protector ....[3]	For computer, printers, ID camera, floodlights, copier, and laminator.			
4	Hanging files / rack .... [40 files]	For use all year.			

5	Registration forms
	    Judges ....[master]
	    Sponsors..............................[master]
	    Visitor ....[master]
		Master copies of these forms are to be maintained at the registration desk in case they are needed to register the specified individuals should online registration be unavailable. Copies can be made as needed.			

6	Registration packet ....[600]
	    map of city, area
	    tourist information
	    souvenirs
	    official program
	    schedule of events
	    restaurant listing
		To provide contestants, advisors, coaches, judges, sponsors, exhibitors, NIFA Council and staff with information about SAFECON, the host school, the host city, and the general area.			

7	Copy machine ....[1]	Low volume, desktop copier for reproduction of registration forms, medicals, pilots licenses, and other required documents. An option is to have a scanner and b/w laser printer. Ink jet printer costs are too high.			

REGISTRATION / INFORMATION BOOTH [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
8	Digital camera ....[1]	For capturing contestant ID images for badges			
9	ID Badges ....[700]	For contestants, coaches, advisors, judges, NIFA Council, NIFA Staff, SAFECON Officers, SAFECON Staff, and SAFECON Advisor. Non-photo ID badges for visitors should be made ahead. Visitor badges must be numbered and recorded when issued. Photo copies of visitor's government issue ID cards/drivers license must be made and logged with the number of the visitor badge issued.			
10	Laminator, for pouches ....[1]	For sealing ID badges.			
11	Punch ....[1]	Special punch for ID badge straps.	NIFA National Headquarters	G. Hemphill	
12	ID Lanyard or strap ....[700]	If using lanyards, they must be retractable. NO NECK LANYARDS! You should find someone to purchase and donate them since they are fairly expensive. If you use "alligator clip" straps, the cost is minimal, as compared to lanyards. Search the web for deals.			
13	Cutting board ....[1]	Used to cut the ID badges on			
14	Ruler...[2]	Used to cut the ID badges. See-thru flat plastic			
15	Box cutters ....[2]	Used to cut the ID badges. Plastic			
16	Women's Achievement interview ....[1] sign-up sheet	Used by teams to sign-up for the Women's Achievement interviews. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
17	Men's Achievement interview ....[1] sign up sheet	Used by teams to sign-up for the Men's Achievement interviews. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	

REGISTRATION / INFORMATION BOOTH [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
18	Loening trophy interview sign-up ....[1] sheet	Used by teams to sign-up for the Ground Trainer event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
19	Ground Trainer event practice ....[1] and sign-up sheets	Used by teams to sign-up for the Ground Trainer event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
20	IFR Precision Flight event practice .....[1] and sign-up sheets	Used by teams to sign-up for the IFR Precision Flight event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
21	American Airlines Safety Interview ....[1] sign-up sheet	Used by teams to sign-up for the American Airlines Safety event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
22	IFR Precision Simulated Flight ....[1] event practice and sign-up sheets	Used by teams to sign-up for the IFR Precision Simulated Flight event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
23	CRM/LOFT event practice and ....[1] sign-up sheets	Used by teams to sign-up for the IFR Precision Flight event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
24	Preflight event practice and ....[1] sign-up sheets	Used by teams to sign-up for the Preflight event. Make enlarged copy of sample provided.	NIFA National Headquarters	G. Hemphill	
25	Landing practice sign-up sheets ....[1]	For scheduling landing practice.			
26	Computer [2]	Used to enter contestant information into database and make ID badges. 128MB RAM, 600 MB HDD, CD-RW, VGA monitor, USB port, VGA (640x480) low light web cam, internet connection, and mouse as a minimum.			
27	Printer...[2]	Used with computer system for contestant registration and ID badges. USB color inkjet or laser			
28	Pre-printed receipts.............................[1]	Issued to teams and individuals for SAFECON fees.			

REGISTRATION / INFORMATION BOOTH [*cont'd*]

Location: _____ Time: _____ Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
28	Cash box ....[1]	Registration fees. NOTE: There are always refunds to be given for team members who do not show up. The refund can be given in cash or by check, but should be done when the team registers.			
29	Banquet tickets ....[800]	Numbered tickets issued to teams, sponsors, NIFA Council and staff, and general registrations at registration. Judges banquet tickets should be given to the Chief Judge for distribution to the judges.			
30	Friday night event tickets ....[800]	Numbered tickets issued to teams, sponsors, NIFA Council and staff, and general registrations at registration.			
31	Industry reception tickets ....[250]	Invitation/ticket issued to team coach/advisor, sponsors, industry, NIFA Council and staff,			
32	Bulletin board ....[1]	For posting of schedule changes, and information needed to be passed on to teams and individuals.			
33	FM walkie-talkie ....[2]	For use by the registration/information booth personnel to communicate with the judges, officers, or SAFECON volunteer staff.			
34	Pens ....[24]	General use			
35	Pencils...[24]	General use			
36	Stapler / staples ....[2 / 2 boxes]	General use			
37	Paper clips ....[6 boxes]	General use			

REGISTRATION / INFORMATION BOOTH [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
38	Paper, copy .... [1 case]	20lb. Copy paper. Brightness 88 or higher			
39	Card stock White 67lb. .... [1 pkg]	For use in making meal event tickets. Purchase "Wausau Exact Bristol" semi-smooth finish. If you cannot find 67lb stock, 90lb will work. White stock must be semi-smooth finish. Other colors may be needed at some point			
40	Punch, 3-hole .... [1]	General use			

41	Tape .... [1 each]
	    Scotch
	    Masking .75"
	    Masking 1.5"
	    Duct
		General use			

42	Marker pens .... [1 each color]	Broad tip. Black and Red. General use			
43	Envelope, 9" x 12" .... [50]	General use			
44	Scissors .... [2]	General use			
45	White-out .... [1]	General use			
46	Binder clips .... [7 boxes]	3 boxes of both small and medium. One of large.			
47	Scorecards .... [2]	To be passed out to the teams	Chief judge	Chief Judge	
48	Ground Trainer Pattern .... [2]	To be passed out to the teams	Chief judge	Chief Judge	

POWER OFF ACCURACY LANDING EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Line marker machine ....[1]	Spread line marker for accuracy landings. Borrow from athletic or intramural departments. A fertilizer spreader modified to drop a 8" wide line will work.			
2	Line marker ....[5 bags]	Plus-5 Athletic Field Marker or rock dust. Can be obtained from a local building supply or school athletic or intramural departments.			
3	Distance markers ....[30]	12" x 18" distance markers to be placed on the side opposite the judges of the landing box. See sample provided for construction			
4	Folding chairs....................................[50]	Seating for the two judges at the seven technique cards, the 30 line judge positions, and spares.			
5	FM walkie talkie ....[9]	Communication between the event judge, technique judges, score keeping, and the chief judge.			
6	Transceiver ....[1]	Communication between the event judge and the tower.			
7	Clip boards.......................................[10]	For use by each of the landing card judging teams and the event judge			
8	Motor home..[1]	To be used by the judges for score keeping, refreshments, and facilities. It should be place as close to the runway as safety permits.			
9	Traffic cones, orange ....[6]	Tall orange cones for use in identifying the target line. Three cones should be placed adjacent to the target line on each side of the runway.			
10	Crosswind judging indicator................[1]	A 4' x4' orange flag or particle board which can be displayed in accordance with the Redbook when required.			

POWER OFF ACCURACY LANDING EVENT [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
11	Fire extinguisher .... [1+}	Hand held fire extinguisher.			
12	First Aid kit ....[1]	Band-aids, cortisone cream, insect repellant, and sunscreen.			
13	Parabolic microphone ....[1]	For hearing power changes by aircraft in heats			
14	4-wheeler ....[1]	For distributing and picking-up score cards			

SHORT FIELD LANDING EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Line marker machine ....[1]	Spread line marker for accuracy landings. Borrow from athletic or intramural deparments. A fertilizer spreader modified to drop a 8" wide line will work.			
2	Line marker ....[5 bags]	Plus-5 Athletic Field Marker or rock dust. Can be obtained from a local building supply or school athletic or intramural departments.			
3	Distance markers ....[30]	12" x 18" distance markers to be placed on the side opposite the judges of the landing box. See sample provided for construction			
4	Folding chairs....................................[50]	Seating for the two judges at the seven technique cards, the 30 line judge positions, and spares.			
5	FM walkie talkie ....[9]	Communication between the event judge, technique judges, score keeping, and the chief judge.			
6	Transceiver ....[1]	Communication between the event judge and the tower.			
7	Clip boards..[10]	For use by each of the landing card judging teams and the event judge			
8	Motor home...[1]	To be used by the judges for score keeping, refreshments, and facilities. It should be place as close to the runway as safety permits.			
9	Traffic cones, orange ....[6]	Tall orange cones for use in identifying the target line. Three cones should be placed adjacent to the target line on each side of the runway.			
10	Crosswind judging indicator ....[1]	A 4' x4' orange flag or particle board which can be displayed in accordance with the Redbook when required.			

SHORT FIELD LANDING EVENT [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
11	Fire extinguisher .... [1+}	Hand held fire extinguisher.			
12	First Aid kit ....[1]	Band-aids, cortisone cream, insect repellant, and sunscreen.			
13	Parabolic microphone ....[1]	For hearing power changes by aircraft in heats			
14	4-wheeler ....[1]	For distributing and picking-up score cards			

NAVIGATION EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Fuel truck ....[1]	The truck will be used to refuel navigation event aircraft as they return from their routes. The truck must be calibrated within 30 days prior to SAFECON. In addition, the truck must only be used to refuel NAV aircraft while the nav event is in progress. It must be positioned the afternoon before the navigation event in the exact spot it will be in during the event. This will allow contestants to refuel their own plane before the event at the same spot on the ramp as they will be when refueling during the event.			
2	Clip board...[6]	To be used by the judges.			
3	Step ladder...[1]	For use by contestants while refueling their aircraft.			
4	Judges Navigation forms ....[3]	To record flight sequence, time-off, checkpoint reports, and fuel used			
5	Judge's lunch ....[1 per judge]	Box lunch for judges at refueling and GPS download stations. Approximately 6-12 lunches			
6	Folding Chairs.....................................[4]	For the refueling judges.			
7	Refreshments......................................[1]	Ice chest with water, soft drinks, chips, and candy bars for judges at refueling and GPS download stations.			
8	Trash bag......................................[1-10]	For the refueling judges and the judges at the secret check points (if used).			

MESSAGE DROP EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Scale, digital..[1]	The scale should measure in one-tenth ounce increments. It should be available for contestants to use prior to the event and available for the judges to use once the event has begun.			
2	55-gallon drum ....[2]	The drums should be painted white or bright orange. One will be placed at each end of the message drop run.			
3	Tape measure (100')...........................[4]	100' is the minimum length acceptable. Two are to be given to the judges at each target.			
4	Line Marker ....[2 bags]	Circles should be made fifty and one-hundred feet from the target.			
5	Transceiver ....[1]	For use by the event judge in communicating with the tower.			
6	Walkie-Talkie ....[3]	For use by the event judge and the individual target judges.			
7	Pencils...[12]	For use by the judges.			
8	Clip Boards ....[6]	For use by the judges.			
9	Laser range finders ....[4]	For use by the individual target judges	NIFA National Headquarters	G. Hemphill	
10	Wheel distance measurer ....[2]	A wheel measuring device similar to ones used by highway crews to measure message drop containers outside of the target zone.			
11	Surveyor flags ....[2 bundles]	For use by the markers to identify the location of unmeasured message drop containers.			

IFR SIMULATED FLIGHT EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Simulator ....[1]		Event sponsor		
2	Room...[1]	Secluded, secure, and air conditioned. Contact the sponsor to determine power requirements.			

CREW RESOURCE MANAGEMENT /
LINE ORIENTED FLIGHT TRAINING

Location:

_____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Simulator ....[1]		Event Sponsor		
2	Room..[1]	The requirements for this room are very specific. Refer to the resource CD for details.	Event Sponsor or NIFA resource CD		
3	Table, 6 ft. ....[2]	For event judges			
4	Chairs...[6]	For event judges and waiting team			
5	Stapler / staples ....[1 / 1 box]	General use			
6	File box, cardboard 10 x 12 x 15 ....[3]	For scoring forms			

GROUND TRAINER EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Flight Training Device ....[1]		Event Sponsor		
2	Scoring Program ....[2]		Event Sponsor		
3	Power Supply Cord.............................[1]	To provide electric power to the Motor home or vehicle used to house the FTD. Contact the event sponsor to determine exact power requirements.			
4	Simulator Pattern ....[90]	One copy is to be handed out after the general contestant briefing to each team captain. The remaining copies are to be issued to each contestant as they begin the event.	Event Sponsor		
5	Chairs...[3]	For waiting contestants and judges			5

AIRCRAFT PREFLIGHT INSPECTION EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Hangar ....[1]	The hangar used for the preflight inspection event must be isolated from the remainder of the competition activities. It must be enclosed and secure but with sufficient lighting to allow for a normal preflight inspection.			
2	Preflight Aircraft ....[1]	Preferably a type of aircraft found at most airports. The aircraft is to be placed on display with contestants being allowed access for practice the Monday and Tuesday (until 3:00 p.m.) before e competition.			
3	A & P Mechanic ....[1]	The host school is to arrange for an independent A&P mechanic to "bug" the aircraft Tuesday afternoon according to a list of discrepancies provided by the event judge.			
4	Scoring Forms...................................[60]	Photocopied	NIFA National Headquarters	G. Hemphill	
5	Stop Watch ....[2]	For use by the event judge	NIFA National Headquarters	G. Hemphill	
6	Chairs...[3]	For waiting contestants and judges			
7	Clipboards..[2]	For judges			

AIRCRAFT RECOGNITION EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	10' Wide Screen.................................[1]	This is the minimum acceptable size of screen. If the room is not sloped, then the screen must be elevated to allow for the back row of contestants to have a full view of the screen.			
2	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
3	LCD Projector ....[1]	A spare projection bulb should be kept with the projector. Or have a spare projector. Be sure to have the necessary cables to connect the projector to the computer.			
4	Tests ....[160]	Combination of multiple choice and write-in questions.	NIFA National Headquarters	G. Hemphill	
5	Pencils...[150]	You must assume that contestants do not bring pencils with which to take the test.			
6	Tables, 6 ft. ....[76]	Seat two contestants to a table (minimum of 3 linear feet of table surface per contestant)			
7	Chairs..[175]	Two chairs per table. The remainder are for the judges/			
8	Extension Cords................. [As required]	Needed for the projector and computer			
9	Aircraft ID CD-ROM ....[1]		NIFA National Headquarters	G. Hemphill	

SIMULATED COMPREHENSIVE AIRCRAFT NAVIGATION EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[76]	Seat two contestants to a table (minimum of 3 linear feet of table surface per contestant.)			
2	Chairs...[152]	Two chairs per table.			
3	Pencils...[150]	You must assume that contestants do not bring pencil with which to take the test.			
4	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
5	LCD projector.....................................[1]	Used as the primary timing source for the test			
6	Test ....[160]		NIFA National Headquarters	G. Hemphill	
7	Answer Sheets................................[160]		NIFA National Headquarters	G. Hemphill	
8	Stop Watches....................................[15]	Used by the judges to time the test in event the main clock fails.	NIFA National Headquarters	G. Hemphill	

COMPUTER ACCURACY EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[76]	Seat two contestants to a table (minimum of 3 linear feet of table surface per contestant.)			
2	Chairs...[152]	Two chairs per table.			
3	Pencils...[150]	You must assume that contestants do not bring pencil with which to take the test.			
4	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
5	LCD projector....................................[1]	Used as the primary timing source for the test			
6	Test ....[160]		NIFA National Headquarters	G. Hemphill	
7	Answer Sheets................................[160]		NIFA National Headquarters	G. Hemphill	
8	Stop Watches....................................[15]	Used by the judges to time the test in event the main clock fails.	NIFA National Headquarters	G. Hemphill	

CERTIFIED FLIGHT INSTRUCTOR EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[1]	For judges			
2	Chairs..[3]	For judges			
3	Blackboard or markerboard ....[1]	3' x 5' If using chalkboard have chalk and eraser. If using markerboard have markers, eraser, cleaner, paper towels.			

JUDGES SCHOOL

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Classroom for 75.................................[1]				
2	Overhead Projector.............................[1]	Have spare bulb.			
3	Transparency pens ....[2]	1 black and 1 red. Also have moistened paper towel			
4	LCD Projector ....[1]	Have spare bulb. Be sure the necessary cables to connect with a computer are with the projector.			
5	Computer ....[1]	Internet access for judges to register online.			
6	Screen, projection ....[1]	Minimum width of 6 ft. Preferably 8 ft.			
7	Extension Cord ....[2]	Be sure it has multiple outlets or a power strip			
8	Van, 12-15 passenger........................[2]	To be used by the judges to drive out to the runway. A driver and transceiver are also required.			
9	Lunch ....[75]	Have pizza & cold drinks, paper plates, napkins, and hand wipes. Be sure to include diet drinks			
10	Pencils (BIC mechanical)................[150]	For judges	NIFA National Headquarters	G. Hemphill	
11	Charitable Contribution Form............[75]	To be distributed to judges.	NIFA National Headquarters	G. Hemphill	
12	Judges Manual..................................[25]	To be distributed to judges who have never received a copy or have lost their copy.	NIFA National Headquarters	G. Hemphill	

GENERAL CONTESTANTS BRIEFING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Room for 500 ....[1]	Theater style seating. Judges/staff should have reserved seating down front and to one side. Lights should be able to be dimmed to allow for the use of overhead and slide projectors.			
2	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
2	LCD Projector ....[1]	Be sure the necessary cables to connect with a computer are with the projector. Have a spare bulb or another projector available.			
3	Screen...[1]	Minimum of 10 ft. wide.			
4	Public Address System ....[1]				
5	Extension Cord ....[as required]	Minimum of one for projectors and one for the PA system.			
6	Landing Event Score Cards............[350]	Ten sets issued to each team captain following the briefing.	$125 if provided by NIFA	G. Hemphill	
7	Elevated Stage....................[as required]	Required only if the room is not tiered.			
8	Overhead Projector.............................[1]	Must have a spare bulb.			
9	Navigation Event Heat Assignment Sheets ....[180]	Issue one per contestant and observer from each team.	NIFA	Navigation Event Judge	
10	Landing Events Heat Assignment Sheets ....[150]	Issue five per school	NIFA	Chief Judge	
11	Ground Trainer pattern ....[60]	Issue two per school	NIFA	Chief judge	
12	Transparency pens ....[2]	1 black and 1 red. Also have moistened paper towel			

NAVIGATION EVENT BRIEFING AND PLANNING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Room for 10 ....[1]	A MINIMUM of ten contestants must be able to be seated at planning desks in this room			
2	Extension Cord ....[as required]				
3	Screen.................................[1]	Minimum of 6 ft. wide.			
4	Table, 6 ft. ....[12]	Seat ONE contestant to a table.			
5	Chair....................................[14]	One per table except at the judge's tables.			
6	Pencils.................................[24]	You must assume that contestants do not bring pencils with which to plan their flights.			
7	Overhead Projector............................[1]	Must have a spare bulb.			
8	Transparency Pen..............................[3]	One of each color; red, blue, green. Also have moistened paper towel			
9	Envelope, clasp 9" x 12" ....[175]	For navigation planning materials			
10	Envelope labels...............................[175]	For navigation planning envelopes	NIFA	G. Hemphill	
11	Pencils.................................[12]	These are in reserve in case a contestant breaks theirs.			
12	File box, cardboard 10 x 12 x 15 ....[4]	For navigation planning materials			
13	Navigation Event Heat Assignment Sheets ....[6]	For the navigation judges to use	NIFA	Chief judge	
14	Clock, battery powered ....[1]	Master time			
15	Contestant Navigation form ....[100]	2-part, carbonless navigation planning form for contestants.	NIFA National Headquarters	G. Hemphill	

EXHIBIT AREA

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Hangar ....[1]	THE FACILITY USED FOR HOUSING EXHIBITOR BOOTHS **MUST** BE IN THE IMMEDIATE AREA OF WHERE CONTESTANTS WILL CONGREGATE. EXHIBITORS FEES PAY FOR THE OPERATION OF SAFECON AND EACH EXHIBITOR EXPECTS TO VISIT WITH CONTESTANTS.			
2	Extension Cord ....[as required]	Each exhibit booth should have one extension cord with multiple outlets.			
3	Duct Tape .... [2 rolls]	For use in securing extension cords and as needed by exhibitors.			
4	Booths................................[as required]	Typical convention booths available from rental centers or local convention facilities. Booths usually rent for $25 - $50 per week. Booths are made of aluminum poles and stands covered with material. The back drapes are usually 8-10 ft. tall and side drapes are usually 3 ft. tall.			
5	Trash Can ....[as required]	Placed throughout the exhibit area for collection of trash material. Each can should have a plastic liner to allow for frequent removal of trash.			
6	Table ....[as required]	Each booth must have one table unless the exhibitor specifically does not want one.			
7	Chair....................................[as required]	Each booth should have between 2 and 4 chairs.			
8	Internet access for booths...[as required]	Hardwired network for booths			
9	Tables, 6 ft. ....[75]	Contestant seating			
10	Chairs...[400]	Contestant seating			

EXHIBIT AREA [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
11	Sign ....[as required]	The name of each exhibitor (company) should be placed on an 8" wide (minimum) piece of white foam board in vinyl letters and hung at the top center of the booth back panel			
12	Water fountain.....................................[1]	If a water fountain is not located in the building, bottled water must be made available			
13	Hospitality area ....[1]	A private hospitality area for sponsors with complimentary coffee, soft drinks, and donuts.			
14	Trash barrels.......................................[8]	Trash barrels should be plentiful but separated from seating area to keep flies at a min. In addition, they MUST be emptied often.			
15	Table covers ....[600 ft. / day]	Recommend you use plastic tablecloth rolls found at SAM'S Club.			
16	Duct tape..[6]	Used to secure the tablecloths			
17	Flags ....[as required]	Each teams state flag along with U.S. flag displayed in the hangar area.	NIFA National Headquarters	G. Hemphill	

STATIC DISPLAY AREA

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Crowd Control Barrier ....[as required]	Due to airport security concerns, the static display area must have a barrier defining its limits. The barrier is usually yellow rope strung between stanchions placed every twenty feet. Flag strings may also be used. The barrier connects the exhibit area with the static display area. This area MUST be close to the main hanger.			
2	Sand Bags ....[as required]	Two per stanchion.			
3	Security ....[as required]	The static display area as well as the contestant aircraft ramp MUST have night security.			

CONCESSIONS

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Breakfast...[?]	Should have: donuts, muffins, coffee, juice, milk, sugar, sugar substitute, creamer, and hot chocolate (seasonal)			
2	Lunch ....[?]	Should have: hot dogs, hamburgers, smoked sausage, buns, nachos, pop corn, ketchup, mustard, mayonnaise, salt, and pepper.			
3	All day ....[?]	Should have: soft drinks (including diet), bottled water, forks, spoons, knives, napkins, candy bars, and assorted chips.			
4	Souvenirs ....[?]	Should have: hats, T-shirts, sweatshirts, cups and/or mugs, and pins.			

STAGING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Megaphone ....[1]	Battery powered megaphone			
2	Chairs...[4]	For judges use.			
3	Table, 6 ft. ....[1]	For judges use.			
4	Transceiver ....[1]	For staging judge to contact tower.			
5	Fire Extinguisher ....[1]	Large, preferably on wheels.			
6	Line marker machine [1]	Use to apply line marker to ramp			
7	Line marker ....[1]	Used to designate aircraft staging positions, pull-to line, and engine shutdown line			
8	Clip boards...[2]	For use by the event judges.			
9	Tent / canopy ....[1]	Small tent [8'x8'] canopy if there is a place to anchor it			

JUDGES LOUNGE

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Refreshments.......................[as needed]	Should have: donuts, muffins, milk, soft drinks, candy bars, snacks, coffee, and juice. These items should be kept in the judges lounge and refreshed throughout the day.			
2	Room for 25-50 ....[1]	This is a room to be used as a judges lounge throughout the week.			

FRIDAY NIGHT EVENT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS

ANNUAL BUSINESS MEETING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Public Address System ....[1]	Required if room is large.			
2	Multimedia equipment as needed.......[1]	For use by schools bidding for next year's national SAFECON			
3	Meeting Outline...................................[1]	Agenda for the business meeting	See resource CD		
4	Screen, projector................................[1]	Minimum of 8 ft. width.			
5	Extension Cord ....[as required]	Needed for the projector, public address system, and the cassette player/synchronizer.			
6	Room for 200 ....[1]	Theater style seating with three 6 ft. tables up front.			
7	Table, 6 ft. ....[3]	For use by the officers and executive director during the business meeting.			
8	Chairs...[200]	For use by the teams, officers, NIFA Council and the Executive Director.			
9	Officers..[2]	The president and secretary MUST be in attendance			

AWARDS BANQUET

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Public Address System ....[1]	3 microphones, 1 table podiums, 1 floor podium, and 1 floor stand. The table podium will be used by the master of ceremonies and the chief judge. The floor podium and floor stand will be used by the event sponsors.			
2	Computer ....[1]	Minimum of 800 MHz processor, 64MB video RAM, 128 MB system RAM, Audio output, speakers.			
3	LCD Projector ....[1]	Be sure the necessary cables to connect with a computer are with the projector. Have a spare bulb or another projector available.			
4	Screen, projection ....[1]	12 ft. wide screen as a minimum. A ceiling mounted screen is preferred.			
5	Extension cord ....[as required]	For use with the projector, cassette player/synchronizer, and public address system.			
6	Awards & Trophies..............[as required]	The awards and trophies should be inventoried and compared to the banquet program on Monday, by the executive director or the director of corporate relations, and the vice-president of conference. On Saturday afternoon, the individual who will be handing the awards or trophies to the presenter to present to the winner should set up the awards and trophies in the order of presentation listed in the banquet program. Awards and trophies should be displayed on a long table in front of the stage.			

AWARDS BANQUET [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
7	Banquet program ....[800]	The program must be held to the absolute last minute before printing in order to list all of the last minute changes. The order of presentations provided by the executive director must be followed. The order most effectively paces the awards so that the probability of individuals being called up for consecutive awards is minimized. The program must be approved by the executive director prior to printing.			
8	Meal ....[as required]				
9	Decorations........................[as required]	Do not use balloons or any high table decorations which interfere with the view of the stage			
10	Tables & Chairs ....[seating for 800]	DO NOT CROWD TABLES OR CHAIRS! A seating chart should be created with teams allowed to select seating based on the order of registration. Sponsors and judges must be seated up front.			
11	Photographer ....[1]	A photographer must be engaged to take pictures of the winners. An area large enough to have staging for 30 winner's pictures taken simultaneously must be set up outside of the banquet room. The film must be delivered to the Executive Director at the conclusion of the awards banquet. If curtain backgrounds are used, they should be blue NOT BLACK. They must be wider than the widest shot and taller than the highest contestant's head. There should be a set of pre-printed numbers for each event. The numbers represent the placing .... **[continued on next page]**			

AWARDS BANQUET [*cont'd*]

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
11	Photographer ....[1]	of the contestant within that event. The Navigation and Message Drop events will have duplicate numbers since there are two winners for each position. Once the contestants have been positioned for the official picture, a picture should be taken with each winner holding his/her number clearly in front of them. This allows easy identification of winners when the pictures are sent to the sponsors. Then the official photo will be taken. Two sets of staging and backdrops must be set up in order to handle the photography. Assistants to the photographer can be setting up the winners in order and appearance while the photographer is taking a picture of the previous winners. There must be 4 assistants. Digital cameras can be used and are encouraged provided they have a **MINIMUM RESOLUTION OF 3 MEGAPIXEL PER FRAME**			

GROUND TRANSPORTATION

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Van, 15 passenger..............[as required]	For movement of material, judges, and teams. Teams arrive early and separate. Some will fly in and some will drive in. Those who arrive by small aircraft will need transportation to the hotel. A person qualified to drive the van will need to be available at almost any time to transport teams. Some teams, and judges will need transportation to key events (general contestants briefing, Friday night event, etc.)			
2	Golf cart...............................[4]	One for each of the following: chief judge, safety judge, president, other officers. Four is a minimum number. Six is preferable. In addition, a utility cart is extremely helpful.			

JUDGING SUPPORT

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Motor home ....[1]	Used by the judges during the landing events as an area for computation of the scorecards and a place to get out of the sun.			
2	Cold drinks ....[as required]	For the motor home [replenish as needed].			
3	Candy bars..........................[as required]	For the motor home [replenish as needed].			
4	Fruit....................................[as required]	For the motor home [replenish as needed].			
5	Bottled water ....[as required]	For the motor home [replenish as needed].			
6	Coffee.................................[as required]	Either kept in the judges lounge or judges should be given free coffee at the concessions stand.			
7	Box lunch ....[as required]	If the chief judge determines that a lunch break cannot be taken during the landing events due to time constraints, a box lunch consisting of a cold sandwich, individually package condiments, chips, fruit, cookies, napkins, and mints must be ready to be taken to the line. Cold drinks should already be in the motor home.			
8	First Aid kit ....[1]	Small kit primarily with band aids, sunscreen, insect repellant, etc.			
9	Hot chocolate ....[as required]	If the weather is cold, be prepared to have plenty of hot chocolate for the judges.			

SCOREKEEPING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[6]	Two tables are needed for the two computer systems. Four tables are needed to hold scoring data.			
2	Chair...[6]	For scorekeeper and helpers.			
3	Computer ....[2]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
4	Printer...[2]	Ink jet or laser			
5	Ribbon / Cartridge............. [1 per printer]				
6	Copy machine ....[1]	Must have 20 reams of paper. Copier must be able to collate and have a minimum copy speed of 30 copies per minute			
7	Power strip ....[as required]				
8	Red ball-point pens ....[12]	For use by judges when grading exams.			
9	Envelopes, 12" x 15".........................[50]	For storing all scoring materials for teams			
10	Stapler / staples ....[2 / 1 box]	General use			
11	Tape, scotch ....[1 each]	General use			
12	Marker pens ....[2]	Broad tip. Black and Red. 2 each. General use			
13	Internet access (hardwired) ....[4 ports]	For accessing the online scoring program			

OFFICIAL PROGRAM

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Program ....[850 total] Registrations .... 500 Next year's host .... 100 Sponsor's thank you pkts.......... 50 Ninety-Nines .... 80 Dir. Corp Relations................... 20 Exec. Director recruiting............ 50 Host school thank you.............. 50	GET DONE EARLY! The program MUST BE PROOFED BY THE DIRECTOR OF CORPORATE RELATIONS AND THE EXECUTIVE DIRECTOR BEFORE FINAL PRINTING!			
2	Team photos ....[27+]	Give teams plenty of time to send photos. Be sure that each team member in the team photos is correctly identified. NO group photos with just a listing of names. We need to know who is who in the photos. **ALL TEAM PHOTOS ARE TO BE GIVEN TO THE EXECUTIVE DIRECTOR BEFORE THE END OF SAFECON!**			
3	Judges pix...........................[as required]	Chief judge, associate chief judge, and all key judges. Also include biographies.			

SEMINARS

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	ALPA ....[1]	Seminar by ALPA member companies giving advice on careers in aviation. Seating for 100 theater style. Should have an elevated stage, microphone, and head table. May require audio/visuals. Check with presenters prior to SAFECON.			

SAFECON DAILY

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Daily newsletter...............[300 each day]	Place early each day in the hotels and at the information booth. Another item to get as much done early as possible. Find several students who are good writers and know desktop publishing. Design the "masthead" early. You MUST use Microsoft Publisher. NIFA will provide you with a copy to use for the year. Along with some previous samples. Be creative, but save work and avoid headaches by using prior formats. NIFA will bring a color laser printer on which to print the daily. It uses 11" x 17" paper. Contact the executive director for information on the paper requirements. Personnel requirements is approximately 2-3 students to create, print, and distribute.			

VIDEO

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Opening ceremony..............................[1]	Can be either a VCD, SVCD, DVD or Powerpoint production. Prepare as mush as possible as early as possible. If you are planning on doing one. No matter which you choose, you MUST submit a copy to the executive director prior to its being shown. Start searching now for a someone to do this for you. And remember, PEOPLE shoots are the most important. The length should be 10 min or under.			
2	Awards banquet ....[1]	Can be either a VCD, SVCD, DVD or Powerpoint production. Prepare as mush as possible as early as possible. No matter which you choose, you MUST submit a copy to the executive director prior to its being shown. Start searching now for a someone to do this for you. And remember, PEOPLE shoots are the most important. The length should be 10 min or under.			

SAFETY AWARD INTERVIEW

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[2]	One for judges and one for the team			
2	Chairs...[6]	Four for judges and two for the team			
3	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
4	LCD Projector ....[1]	Be sure the necessary cables to connect with a computer are with the projector. Have a spare bulb or another projector available.			
5	Screen..[1]	Minimum of 5 ft. wide.			
6	Extension Cord ....[as required]	Minimum of one with multiple outlets.			

LOENING TROPHY INTERVIEW

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[3]	Two for judges and one for the team			
2	Chairs...[6]	Four for judges and two for the team			
3	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
4	LCD Projector ....[1]	Be sure the necessary cables to connect with a computer are with the projector. Have a spare bulb or another projector available.			
5	Screen..[1]	Minimum of 5 ft. wide.			
6	Extension Cord ....[as required]	Minimum of one with multiple outlets.			

MEN'S ACHIEVEMENT INTERVIEW

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[1]	For judges			
2	Chairs...[4]	Three for judges and one for the contestant			

WOMEN'S ACHIEVEMENT INTERVIEW

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. ....[1]	For judges			
2	Chairs...[4]	Three for judges and one for the contestant			

ARRIVAL BRIEFING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Room.......................................[1]	Must be able to hold a minimum of 30 contestants. Theatre seating is acceptable.			
2	Chairs..................................[36]	For contestants, coaches, and briefers.			
3	Table, 6 ft. ....[1]	For briefer			
3	Computer ....[1]	Minimum of 1.4 GHz processor, 128MB video RAM, 1 GB system RAM, Audio output, speakers.			
4	LCD Projector ....[1]	Be sure the necessary cables to connect with a computer are with the projector. Have a spare bulb or another projector available.			
5	Screen..................................[1]	Minimum of 6 ft. wide.			
6	Extension Cord ....[as required]	Minimum of one with multiple outlets.			

INDUSTRY RECEPTION

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Facility ....[1]	Contact John Haacke for requirements. This is a "heavy hors d'oeuvres [appetizers] " meal. Also includes a cash bar.	NIFA'S Director of Corporate Relations	John Haacke	
2	Sign..................................[1-2]	Sponsor sign. "The [company name] Industry Reception". Typically on a 3' x 4' sign on an easel placed at the entrance.			

TEAM CAPTAINS MEETING

Location: _____   Time: _____   Days: _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Room......................................[1]	To hold 40 people.			
2	Table, 6 ft. ....[1]	For NIFA Student Representative			
3	Chairs..................................[40]	For team captains			