

PLANNING

CHECKLIST

for

NIFA

REGIONAL SAFECONS

TABLE OF CONTENTS

Registration	1
Power Off Landing Event	4
Short Field Landing Event	6
Navigation Event	8
Message Drop Event.....	10
Ground Trainer Event.....	11
Aircraft Preflight Inspection Event	12
Aircraft Recognition Event.....	13
Simulated Comprehensive Aircraft Navigation Event [SCAN]	14
Computer Accuracy Event.....	15
Judges School.....	16
General Contestants Briefing	17
Navigation Briefing	18
Exhibit Area	19
Static Displays.....	21
Concessions.....	22
Staging Area	23
Judges Breakfast	24
Friday Night Event.....	25
Annual Business Meeting	26
Awards Banquet	27
Ground Transportation	31
Judges Support	32
Scoring Room	33
Official Program	34
General	35

NOTE: Quantities over 15 are based on an average of 10 contestants per team and a maximum of 15 teams attending. Quantities for smaller regional competitions should be adjusted accordingly.

REGISTRATION / INFORMATION BOOTH

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft[2]	Contestant registration, judge registration, ID pictures, and event sign-up sheets			
2	Extension cord[2]	For typewriter, computer, ID camera, and laminator.			
3	Manilla envelope (10"x13") [15]	For team registration forms.			
4	Registration forms Team [10] Contestant [25] Aircraft[5] Judges [25] Sponsors[3]	Individual contestant, team, aircraft, judges, and sponsors registration forms. Sufficient copies should be made of the team, contestant, and aircraft forms in order to (1) send one set to each team, and (2) have a additional sets at registration for teams which forget or lose their first set of forms..			
5	ID Badges [150]	For contestants, coaches, advisors, judges, NIFA Council, NIFA Staff, SAFECON Officers, SAFECON Staff, and SAFECON Advisor. DO NOT USE LANYARDS OR ANY OTHER DEVICE WHICH ATTACHES THE BADGE AROUND THE NECK. Windy conditions found at airports cause the badge to flap around, potentially striking the wearer in the eye. Use "clip fasteners" for the badges.			
6	Receipt book[1]	To issue receipts to teams and individuals for SAFECON fees.			
7	Cash box[1]	Registration and concessions.			
8	Banquet tickets [150]	Issued to teams, sponsors, NIFA Council and staff, and general registrations at registration. Judges banquet tickets should be given to the			

REGISTRATION / INFORMATION BOOTH

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
		Chief Judge for distribution at judges school.			
9	Friday night event tickets..... [150]	Issued to teams, sponsors, NIFA Council and staff, and general registrations at registration. Judges Friday night event tickets should be given to the Chief Judge for distribution at judges school.			
10	Pens..... [12]				
11	Pencils [12]				
12	Preflight event sign-up sheet	Used by teams to sign-up for the Preflight event. Make enlarged copy of sample provided.			
13	Ground Trainer event sign-up sheet	Used by teams to sign-up for the Ground Trainer event. Make enlarged copy of sample provided.			
14	IFR Precision Flight event sign-up sheet (if your regions conducts this event)	Used by teams to sign-up for the IFR Precision Flight event. Make enlarged copy of sample provided.			
15	Registration packet [150] map of city, area tourist information souvenirs official program schedule of events	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.			

REGISTRATION / INFORMATION BOOTH

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
	restaurant listing				
16	Copy machine	Low volume, desktop copier for reproduction of registration forms, medicals, pilots licenses, and other required documents.			
17	Computer[2] Internet access	Used to enter contestant information into database.			
18	Printer[2] 300 x 300 dpi graphic printer.	Used with computer system for contestant registration.			
19	Bulletin board	For posting of schedule changes, and information needed to be passed on to teams and individuals.			
20	Telephone	As a central point for contestants, judges, sponsors, and staff to contact others and find out needed information.			
21	FM walkie-talkie[4]	For use by chief judge, associate chief judge, scorekeeper, landing judge, NIFA president, staging judge, vice-president of competition, and vice-president of conference,			

POWER OFF LANDING EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Line marker machine[1]	Spread line marker for accuracy landings. A fertilizer spreader modified to drop a 12" wide line.			
2	Line marker[5]	Plus-5 athletic field marker or rock dust. Can be obtained from a local building supply.			
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 [20]	Seating for the judges at the eight cards and every ten feet of the landing box.			
5	FM walkie talkie[1]	Communication between the event judge, 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	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.			
9	Crosswind judging indicator.....[1]	A 4' x4' orange flap or particle board which can be displayed in accordance with the Redbook when required.			
10	Fire extinguisher [1+]	Hand held fire extinguisher for use with fuel and oil fires.			

POWER OFF LANDING EVENT

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

SHORT FIELD LANDING EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE / COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Line marker machine[1]	Spread line marker for accuracy landings. A fertilizer spreader modified to drop a 12" wide line.			
2	Line marker[5]	Plus-5 athletic field marker or rock dust. Can be obtained from a local building supply.			
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 [20]	Seating for the judges at the eight cards and every ten feet of the landing box.			
5	FM walkie talkie[1]	Communication between the event judge, scorekeeping, 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	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.			
9	Crosswind judging indicator.....[1]	A 4' x4' orange flap or particle board which can be displayed in accordance with the Redbook when required.			
10	Fire extinguisher [1+]	Hand held fire extinguisher for use with fuel and oil fires.			

SHORT FIELD LANDING EVENT

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

NAVIGATION EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

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 event is in progress..			
2	Clip board [20]	To be used by the judges.			
3	Step ladder[1]	For use by contestants while refueling their aircraft.			
4	Judges Navigation forms [20]	To record flight sequence, time-off, checkpoint reports, and fuel used			
5	Contestant Navigation form [30]	2-part, carbonless Preflight planning form for contestants.	NIFA National Headquarters	G. Hemphill	
6	Stop watches [20]	Used by the NAV gate, time-off, and finish judges.	NIFA National Headquarters	G. Hemphill	
7	Compasses [20]	Used by the NAV gate judges.	NIFA National Headquarters	G. Hemphill	
8	Transceivers [17]	Used by the NAV gate, time-off, and finish judges.			
9	Cellular phone..... [17]	Used by the NAV gate judges.			
	The following items will only be needed if you are not using GPS scoring for the Navigation Event. If you are planning on using GPS scoring, be sure to submit a				

NAVIGATION EVENT

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
	reservation for GPS units during the time frame set by NIFA. See the NIFA website for information.				
10	Canvas panels [50]	Used by the NAV gate judges to form the letters, numbers, or symbols placed at the NAV checkpoints.	NIFA National Headquarters	G. Hemphill	
11	Binoculars [15]	Used by the NAV gate judges.			
12	Contact paper [___ sq. ft.]	Cut to form the NAV numbers placed on contestant aircraft.			
13	Judge's lunch [1 per nav judge]	Box lunch for judges and local drivers who are working the navigation event. The lunches should include: a cooler, one quart of bottled water, two soft drinks, one meat sandwich without any dressings (tomato, pickles, and lettuce are optional and should be packaged separately in order to keep the sandwich bread dry, two individual-serving bags of chips, two pieces of fruit, two candy bars, three napkins, individual packets of mustard, mayonnaise, ketchup, salt, pepper, and three hardy candy peppermints or spearmints.			
14	Folding Chairs [15-50]	Each nav judge is given a folding chair to take to their checkpoint.			
15	Trash bag [20]	Each group of checkpoint judges should be given a tall kitchen size trash bag for clean-up of their checkpoint position.			
16	Drivers [15]	Each group of navigation checkpoint judges should be assigned a driver and vehicle to take them to the checkpoint. The driver will have to remain with the judges until the navigation event is completed.			

MESSAGE DROP EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Scale[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[3]	For use by the judges.			
9	Altitude Sighting Device.....[2]	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.			

GROUND TRAINER EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Flight Training Device[1]				
2	Scoring Program.....[2]				
3	Power Supply Cord.....[1]	To provide electric power to the Motor home or vehicle used to house the FTD.			
4	Simulator Pattern [45]	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.	NIFA National Headquarters	G. Hemphill	

AIRCRAFT PREFLIGHT INSPECTION EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

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 <input type="checkbox"/> bug <input type="checkbox"/> the aircraft Tuesday afternoon according to a list of discrepancies provided by the event judge.			
4	Scoring Forms [30]	Photocopied			
5	Stop Watch[1]	For use by the event judge			

AIRCRAFT RECOGNITION EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

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	Tests [75]	Combination of multiple choice and write-in questions.	NIFA National Headquarters	G. Hemphill	
3	Pencils [75]	You must assume that contestants do not bring pencils with which to take the test.			
4	Tables, 6 ft. [40]	Seat two contestants to a table (minimum of 3 ft. of table surface per contestant)			
5	Chairs..... [80]	Two chairs per table.			
6	Extension Cords [As required]	Needed for the PA system, projector, and slide player/synchronizer.			
7	Computer [1]	Minimum of 800 MHz processor, 32MB video RAM, 128 MB system RAM, Audio output, speakers.			
8	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.			
9	Aircraft ID CD-ROM [1]		NIFA National Headquarters	G. Hemphill	

SIMULATED COMPREHENSIVE AIRCRAFT NAVIGATION (SCAN) EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. [40]	Seat two contestants to a table (minimum of 3 ft. of table surface per contestant.)			
2	Chair [80]	Two chairs per table.			
3	Pencils [75]	You must assume that contestants do not bring pencil with which to take the test.			
4	Computer [1]	Minimum of 800 MHz processor, 32MB video RAM, 128 MB system RAM, Audio output, speakers.			
5	LCD projector [1]	Used as the primary timing source for the test			
6	Stop Watches [15]	Used by the judges to time the test in event the main clock fails.			
7	Test [75]		NIFA National Headquarters	G. Hemphill	
8	Answer Sheets [75]		NIFA National Headquarters	G. Hemphill	

COMPUTER ACCURACY EVENT

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. [40]	Seat two contestants to a table (minimum of 3 ft. of table surface per contestant.)			
2	Chair [80]	Two chairs per table.			
3	Pencils [75]	You must assume that contestants do not bring pencil with which to take the test.			
4	Computer [1]	Minimum of 800 MHz processor, 32MB video RAM, 128 MB system RAM, Audio output, speakers.			
5	LCD projector..... [1]	Used as the primary timing source for the test			
6	Stop Watches [15]	Used by the judges to time the test in event the main clock fails.			
7	Test..... [75]		NIFA National Headquarters	G. Hemphill	
8	Answer Sheets..... [75]		NIFA National Headquarters	G. Hemphill	

JUDGES SCHOOL

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Classroom for 75[1]				
2	Overhead Projector.....[1]	Have spare bulb.			
3	Computer [1]	Minimum of 800 MHz processor, 32MB video RAM, 128 MB system RAM, Audio output, speakers.			
4	LCD projector..... [1]	Used as the primary timing source for the test			
5	Screen, projection.....[1]	Minimum width of 6 ft.			
5	Extension Cord [as required]				
6	Van, 12-15 passenger[2]	To be used by the judges to drive out to the runway. A driver and transceiver are also required.			
7	Sample Score Cards.....[25 sets]	For judges to use during briefing.	NIFA National Headquarters	G. Hemphill	
8	Judges Personal Data Sheet..... [25]	To be completed by judges	NIFA National Headquarters	G. Hemphill	

GENERAL CONTESTANTS BRIEFING

LOCATION: _____

TIME: _____

DAY(S): _____

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 800 MHz processor, 32MB video RAM, 128 MB system RAM, Audio output, speakers.			
3	LCD projector[1]	Used as the primary timing source for the test			
4	Screen[1]	Minimum of 10 ft. wide.			
5	Public Address System[1]				
6	Extension Cord..... [as required]	Minimum of one for projectors and one for the PA system.			
7	Landing Event Score Cards .. [48-120]	Ten sets issued to each team captain following the briefing.			
8	Elevated Stage..... [as required]	Required only if the room is not tiered.			
9	Overhead Projector[1]	Must have a spare bulb.			
10	Navigation Event Heat Assignment Sheets [45]	Issue one per contestant and observer from each team.	NIFA	Navigation Event Judge	

NAVIGATION EVENT BRIEFING & PLANNING SESSION

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Room for 10[1]				
2	Extension Cord [as required]	One cord for the PA system and one for the overhead projector.			
3	Screen.....[1]	Minimum of 8 ft. wide.			
4	Table [10]	Seat one contestant to a table if possible otherwise provide a minimum of 3 ft. of table surface per contestant.			
5	Chair [12]	1 per contestant and 2 for judges.			
6	Pencils [75]	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.			
9	Clock.....[1]	Extra-large clock/timer commonly used in intramural events. The clock should be set in count-down mode and viewable by each contestant and judge.			
10	Envelopes [15-45]	Manila envelope 10"x 13".			
11	Box.....[1]	Cardboard file/storage box. These are used to store the contestant's NAV planning packets until it is time for each contestant to be dispatched.			

EXHIBIT AREA

LOCATION: _____

TIME: _____

DAY(S): _____

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 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 - \$35 per week. Booths are made of aluminum poles and stands covered with material. The back drapes are usually 8 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.			
		The name of each exhibitor (company) should			

EXHIBIT AREA

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
8	Sign..... [as required]	be placed on an 8" wide (minimum) piece of white foam board in vinyl letters and hung at the top center of the booth.			
9	Water fountain[1]	If a water fountain is not located in the building, bottled water must be made available			
10	Hospitality area[1]	A private hospitality area for sponsors with complimentary coffee, soft drinks, and donuts.			

STATIC DISPLAY AREA

LOCATION: _____

TIME: _____

DAY(S): _____

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. The barrier connects the exhibit area with the static display area.			
2	Sand Bags [as required]	Two per stanchion.			

CONCESSIONS

LOCATION: _____

TIME: _____

DAY(S): _____

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, patches, cups and/or mugs, and pins.			

STAGING

LOCATION: _____

TIME: _____

DAY(S): _____

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	Helpers.....[2]	Local workers to assist the staging judges.			
9	Clip boards.....[2]	For use by the event judges.			

JUDGES BREAKFAST

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Breakfast..... [25]	Should have: donuts, muffins, milk, coffee, and juice. These items should be kept in the judges lounge and refreshed through mid-morning.			
2	Room for 25[1]	This is a room to be used as a judges lounge throughout the week.			

ANNUAL BUSINESS MEETING

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Public Address System.....[1]	Required if room is large.			
2	Cassette Player/Synchronizer[1]	For use by schools bidding for next year's national SAFECON			
3	Carousel Slide Projector[1]	Must have a zoom lens and accept the connector of a cassette player/synchronizer. A spare bulb should be kept with the projector.			
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[3]	For use by the officers and executive director during the business meeting.			
8	Chair [200]	For use by the teams, officers, and executive director.			

AWARDS BANQUET

LOCATION: _____

TIME: _____

DAY(S): _____

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	Cassette Player/Synchronizer[1]	For use in showing the slide show.			
3	Slide Defuser [as required]	Sometime called a fader, the number of defusers used will be determined by the individual making the slide show.			
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	Carousel slide projector [as required]	Quantity determined by the slide show			
7	Awards & Trophies [as required]	<p>The awards and trophies should be inventoried on Monday by the executive director or his administrative assistant and the vice-president of conference.</p> <p>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.</p>			

AWARDS BANQUET

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
8	Banquet program [as required]	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.			
9	Meal [as required]				
10	Decorations..... [as required]	Do not use balloons or any high table decorations which interfere with the view of the teams.			
11	Tables & Chairs .. [seating for 150-200]	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.			
12	Photographer [1+ helper]	<p>A photographer should be engaged to take pictures of the winners. An area large enough to have staging for 30 winners pictures taken simultaneously must be set up outside of the banquet room. Two 8x10 black and white photos of each negative and the negatives themselves must be delivered to the host school advisor within two weeks of the awards banquet.</p> <p>There should be two sets of 30 4"x6" index cards numbered from 1 to 15 with large numbers. As winners arrive for the picture they should be given the card(s) which</p>			

AWARDS BANQUET

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
		<p>corresponds with the place they have won in the event. The reason for two sets of cards is that the Message Drop and Navigation events are comprised of two contestants per team. Once the contestants have been position 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.</p> <p>In addition, a video tape should be made of the entire picture taking session. Each winner should identify himself or herself. In the case of most valuable team members, this is the only way of identifying winners since there are only first place winners in this event.</p> <p>The combination of pictures with numbered index cards and a video of the proceedings will ensure that winners can later be identified when copies of the photographs are sent to each corporate sponsor and printed in various newsletters.</p>			

GROUND TRANSPORTATION

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Van, 15 passenger..... [as required]	<p>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.</p> <p>Some teams, and judges will need transportation to key events (general contestants briefing, Friday night event, etc.)</p>			
2	Golf cart [1-3]	One for each of the following: chief judge, safety judge, president, other officers.			

JUDGING SUPPORT

LOCATION: _____

TIME: _____

DAY(S): _____

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 repellent, etc.			

SCORING ROOM

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft.....[4]	Two tables are needed for the two computer systems. Two tables are needed to hold scoring data.			
2	Chair[4]	For scorekeeper and helpers.			
3	Computer[2]	Internet access			
4	Printer[2]	Ink jet - OK, laser - preferred.			
5	Computer paper.....[1000 sheets]				
6	Cartridge [1 per printer]				
7	Copy machine.....[1]	Must have 10 reams of paper. Copier must be able to collate and have a minimum copy speed of 30 copies per minute			
8	Power strip..... [as required]				
9	Red ball-point pens..... [12]	For use by judges when grading exams.			

OFFICIAL PROGRAM
 [If your region has one]

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Program [200]	GET DONE EARLY!			
2	Team photos [as required]	Give teams plenty of time to send photos.			
3	Judges pix..... [as required]	Chief judge, associate chief judge, and all key judges. Also include biographies.			

CONTESTANT AREA

LOCATION: _____

TIME: _____

DAY(S): _____

No.	ITEM Description [Quantity]	PURPOSE/COMMENTS	SOURCE	INDIVIDUAL RESPONSIBLE	STATUS
1	Table, 6 ft. [40]	For teams to use.			
2	Chairs..... [200]	For teams to use.			
3	Water fountain[1]	If the contestant area does not have a water fountain, bottled water.			