



CONTEST DIRECTOR'S CHECKLIST

Event Name _____

Event Date _____ Day _____ Class _____

CONTEST DIRECTOR'S INFORMATION

CDs Name _____	Phone _____
Assistant CDs Name _____	Phone _____
Assistant CDs Name _____	Phone _____

(At least one assistant is required)

OFFICIAL NOTIFICATIONS

AMA Sanction* _____ Date sanction filed _____
**Required 120 days in advance of the event*

State Park Ranger Notified Date _____ Oakland Airport Tower Notified

PUBLICITY

Local Newspapers Oakland Press (3 week lead time) Spinal Column (1 week lead time)

Public Access Cable Channels Waterford Clarkston

Notices placed in local Hobby Shops Carlton's RC Hobby Flight Line HobbyTown Ryder's

Flyers and personal visits to Area Clubs Skymasters UFOs Holly Cloudhoppers

Website Announcement

FOOD ARRANGEMENTS

Field BBQ *Discuss menu and head count with PMACs Chief Cook*

Outside Catered No Food

FIELD MAINTENANCE

Mowing Porta Potties Flight Stations Grandstands

DAY OF EVENT

Road Signs Placed (*Don't forget to bring them back in*) PA System Police Field Before and After

Transmitter Impound Area Frequency Monitor Entrant Sign-in Area Parking Director*

**Check for Park Windshield Stickers DNR Sign-in Book*

Pilots Meeting Spotters Posted **ANNOUNCE, MONITOR and REMIND 400' AGL RULE**

EVENT REPORTS

File Required AMA Reports (Report of Competition, forms 10, 11 and AMA Membership Collections)

Financial Report to PMAC Treasurer (Entry Fees, Raffle Proceeds, Donations, All Income and Expenses)
Check if Food Concession Financials will be reported to the the Treasurer directly by the Chief Cook.

Entrant Count _____ Total Crowd Estimate _____ Volunteer Hours Report

REMARKS _____

CD's Signature _____ Date _____

*This report is to be turned in to PMAC Secretary
before the next PMAC Business Meeting following your event date.*