WE WILL OPERATE 3A THIS YEAR		Commitment	Completed	Updated 2/8/2024 KN4YFI
Site & Equipment		-	-	
Agreement With Campground - Pavillion	Paul N4VVJ	2/8/24	2/8/24	
Inflatable Tent - New Location	Paul N4VVJ	2/8/24		
Trailer Generator	Paul N4VVJ	TBD		
Phone Generator & Gas	Wayne N4EYZ	2/7/24		Nick to transport
Transport VARA antennas and Supplies	Jeff & Bob KN3Y	2/7/24		
Transport Phone Trailer (Scott's) Friday AM or Thursday	Gordon	2/7/24		Confirmed with Scott and Gordon
Approval of Trustee to use W4XD (VARA)	Pat Morgan			
Approval of Trustee to use K4MRA (MARA)	Paul Helmuth			In process of changing to active member
Phone Stations Steps	Norm KN4YFI	2/7/24		
Publicity		-	-	
Media Publicity	Paul N4VVJ	2/8/24		Will conrtact 1 week prior and radio spot
Site Visitation by an elected governmental official (100pts)	Paul N4VVJ	2/8/24		Wil contact 2 weeks prior
Site Visitation by a representative of an agency (100pts)	Paul N4VVJ	2/8/24		He will be on site all day Saturday
Information Table, Visitor Log, Handouts (100 pts)	Erika K4NOV	2/7/24		ARRL handouts, , Contact Info flyer. Bob N1QEQ radio memorabilia
ARRL Site Locator Posting	Erika K4NOV	2/7/24	2/8/24	
VARA/MARA Facebook Page	Erika K4NOV	2/7/24		Set up - will update as time gets closer. Need to documents visits
ARRL Facebook Page Post	Erika K4NOV	2/7/24		
Other Social Media (Twitter?)	Decided not to do	-	-	
Visitor Interactions		-	-	
Youth Participation (20-100 pts?) GOTA?	Norm KN4YFI			STEM, TSA, Boy Scouts Norm contact Tom, Paul contact local Director
Greeter	Erika K4NOV et. Al.	2/7/24		
ARRL Messages	Multiple hams			
Messages	Digital, Phone & CW			
Reach out to new hams	Announce @ VE test session	2/7/24		Norm or others
Demo - J-pole from ladder line, Power Poles	Wayne N4EYZ	2/7/24		
Operations		-	-	
Safety Officer (100pts) Can tag team but must be there from set-up to breakdown)	Riley KF4EMZ, Norm KN4YFI backup	2/7/24		Paul 5 extinguishers
Station Scripts GOTA	K4NOV	2/7/24		
Station Scripts - Phone	K4NOV	2/7/24		
N1MM Shortcut card. Cheat sheet	Norm KN4YFI	2/7/24		
Check List for each Station	Norm KN4YFI	2/7/24		
Band Plan to Stations	Norm KN4YFI	2/7/24		
State codes and related information for recording QSOs; scratch pad, pens	Norm KN4YFI	2/7/24		
Friday Nite Pot Luck-Picnic	Mark KO4OLJ	2/7/24		Bring Meat, solicit other dishes and deserts
Coffee and Doughnuts for Saturday /Sunday	Mark KO4OLJ	2/7/24		
Copy FD Message - Need Frequencies from ARRL Site	ALL HANDS	2/7/24		
Messages To/From Arrl Managers, Etc. (100 pts)		2/7/24		
Copying the special Field Day bulletin transmitted by W1AW (or K6KPH) (100pts)	Jeff	2/7/24		
Points Tabulator Incl All Bonus Points	TBD			TO SANDY AFTER EVENT ASAP
Copy AIF files to Flash Drive to be kept by chairman as backup	Norm KN4YFI	2/7/24		
Final Data To ARRL After FD Done	SANDY MULLINS			
Additions/Corrections To norm.dallura@gmail.com				