

Spirits' Event Planning Guide

For use by Contest and Event Directors as a planning guide for conducting contests/events at the Spirits' Field.



1 Contest/Event Sanctioning & Landing/Entry Fees

1.1.1 A Contest denotes competition; an Event does not have a structured competition (like the Membership Appreciation Dinner). A Fun-Fly is a form of competition (like balloon busting, time to climb and glide, helicopter drag racing, etc.), and a Fly-In has no competition, just everyone doing their thing!

1.1.2 Sanctioning

Sanctions must be applied for by a member holding an AMA Contest Director (CD) license. To become a CD you need to complete the following AMA application:

1.1.3 What are the reasons for sanctioning?

1.1.3.1 Sanctioning offers protected draw area and date protection for like events.

1.1.3.2 To offer chartered and non-chartered clubs an additional insurance to those who may decide to fly in an area other than what is already listed in the AMA's club records as their club flying field, or additional sponsors who may require it for the particular event.

1.1.3.3 To offer a written text listing advertisement in the Contest Calendar section of Model Aviation Magazine. (Subject to lead-time requirements)

Note: You don't NEED to apply for a sanction for your events. You gain some advertising of your event and you "reserve" the date within a radius around your club by getting a sanction. Part of the reason for sanctions is to help prevent every club within 200 miles from having a competing event on the same day. If you are just holding a club-level event, expecting less than a dozen people to participate, then a sanction is an option that you may ignore.

1.1.3.4 An AMA sanction makes it easier to obtain raffle prizes from manufacturers for contests/events.

1.1.4 Is the event to be sanctioned?

1.1.4.5 If yes, the AMA-CD shall file paperwork for the event at least 4 months prior to the event for inclusion in AMA's Model Aviation Magazine. Events and CDs should be scheduled by December of the prior year to allow sufficient time to get them in the AMA contest calendar and Model Aviation magazine. This is especially important for early spring events due to lead times.

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- 1.1.4.6 Request a check from the Treasurer for Sanction fees or provide proof of payment or a receipt for reimbursement.
- 1.1.4.7 Each event should be sanctioned through the AMA by their respective CD, or ED.
- 1.1.4.8 The CD is responsible for filing all appropriate paperwork with the AMA within the timeframe required.

1.2 Landing/Entry Fee

- 1.2.1 Is there a Landing or Entry Fee?
How much, typical is \$5 to \$15, although many are free
- 1.2.2 Pilot Lunch included? (Yes/No)
- 1.2.3 Pilot Raffle included? (Yes/No)

1.3 Cash Box?

- 1.3.1 Pick up from? (typically the Treasurer)
- 1.3.2 Have appropriate change in the form of (\$75.00) small bills and 1-2 rolls of quarters.
- 1.3.3 Know the location of, and equipment required, to conduct your contest or event.
 - 1.3.3.9 Public Address (PA) system
 - 1.3.3.10 Lap counters
 - 1.3.3.11 Walkie- talkies (with fresh batteries)
 - 1.3.3.12 Pop-up shelters
- 1.3.4 Equipment to determine conformity with the rules: (tachometer, measuring devices for checking weight, airframe dimensions, propellers, etc.)
- 1.3.5 When should you call off a contest or event per AMA guidelines regarding weather?
OR, a vote of the participants to call it off, and reschedule if possible.

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2 General Event/Contest Operations

1. Volunteers
2. Get Volunteers lined up in advance with alternates, if possible. Contact individuals personally, by phone or at the field, to ask for assistance. Broadcast messages looking for help rarely work.
3. If possible provide Volunteers with a free lunch.
4. Coordinate with the Volunteer running Concessions if part of contest/event.
5. The CD of a contest must have a copy of the rules available the day of the contest, and should read and know/understand them ahead of time.
6. Alternate CD's can be named on AMA Sanction application, but they too should be AMA CD's. When applying for a sanction, a CD may name an alternate CD to conduct the contest in the event that the original CD is unable to fulfill his obligation. In the event that no alternate CD has been named, a replacement CD may be named by the AMA Vice President of the District in which the contest is to be held, by the AMA President or his appointee.

2.1 Raffles

2.1.1 Pilot Raffle

2.1.1.13 Donated prizes (easier when event is sanctioned)

2.1.1.14 Prize(s) purchased by the club

2.1.1.15 Check with Event Coordinator to see if there are unused raffle tickets available before purchasing new raffle tickets.

2.1.2 General Raffle (this has been a successful money maker for the club)

2.1.2.16 Donated prizes (easier when event is sanctioned)

2.1.2.17 Prize(s) purchased by the club

2.1.2.18 Selling price of raffle tickets

- a) 1 for \$1
- b) \$5 for 6
- c) \$10 for 12
- d) \$20 for a stretch

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2.1.2.19 Check with Contest/Event Committee Chairman to see if there are unused raffle tickets available before purchasing new raffle tickets.

2.1.2.20 Raffle drawing time, typically about 1 or 2 PM.

2.2 Concessions

2.2.1 Food Served (Yes/No)

2.2.1.21 Club cooking/Outside Vendor

2.2.1.22 If concessions are "club cooked" see section on Concession Supplies and Operation

2.2.1.23 Outside vendor (it is the CD/Event Director's responsibility to do the following)

- a) Verify Vendor's proof of insurance
- b) Verify Vendor's proof of compliance with Health Department regulations
- c) Negotiate/get food prices fixed prior to event.
- d) Vendor is responsible for cleaning up all trash generated by their operation
- e) There shall be no charge to the club, by the Vendor, for providing services

2.2.2 Concession Supplies and Operation

2.2.2.24 Supplies and Workers

Here is a list of items that are needed when considering having a concession stand for an event. (Amounts will vary depending on the event and the number of anticipated customers.)

2.2.2.25 Need six (6-8) workers to work one hour shifts. Beginning serving at 10:00 AM

10:00 – 11:00	2 workers
11:00 – 12:00	2 workers
12:00 – 1:00	2 workers
1:00 – closing	2 workers
1:30 clean-up	

One worker to take orders and money; Second worker is to fill orders.

2.2.2.26 Consumables needed, checked for sufficient quantity:

- a) Plates
- b) Napkins
- c) Eating utensils

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- d) Menus (2)
- e) Masking tape
- f) Cash box (\$75.00) small bills and 1-2 rolls of quarters
- g) 3 1-gallon jugs of water
- h) Condiments, (2 ketchup, 1 mustard, 1 relish)
- i) Coolers (4)
- j) Paper towels (2 rolls)
- k) Make sure washing station is filled with water
- l) Bottle hand soap (1)
- m) Trash Bags
- n) Cooking utensils
- o) Squirt bottle filled with water for fire
- p) Charcoal
- q) Lighter fluid
- r) Matches
- s) Aluminum pans (4)
- t) Aluminum foil
- u) Black Marker (Sharpie)

2.2.2.27 Food Items (purchased from Sam's Club)

All meat items that are bought ahead of time are kept frozen. On the night before the event take out hot dogs and brats and put into refrigerator to start thawing. Leave burgers in the freezer until day of event.

- a) Hamburgers (18 / pkg.)
- b) Johnsonville Original bratwurst (12 / pkg.)
- c) Ballpark Jumbo hot dogs (20 / pkg.)
- d) Assorted chips or "Lays" original (50 count box)
- e) Hamburger buns
- f) Hot dog buns
- g) Coke
- h) Diet Coke
- i) Pepsi (NO DIET PEPSI)
- j) Sprite
- k) Bottled Water

NOTE: Diet soda has an expiration date on the can and is typically only good for a few months. Never store diet soda in the sun, it will "explode". Left over diet soda must be stored inside, preferably a cool place like a basement or etc.

2.2.2.28 Items purchased from local grocery store

- a) 3 lb. bag Onions
- b) Dill hamburger pickles (1 large jar)
- c) American cheese (1 x 16 oz. pkg.) (OPTIONAL)
- d) Beef broth (2-3 32 oz. cans)
- e) GLAD plastic food containers with lids (3 / pkg.)
- f) 2- 16 oz. cans BUD Light (for cooking use only)

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2.2.2.29 Items purchased from local convenience store on the morning of event.

- a) Ice
(Additional ice may need to be purchased and stored in an extra cooler(s) depending on size of the event and the temperature)

2.2.3 Operations

2.2.3.30 Load “**NONE PERISHABLES**” Load items into vehicle the night before the event, leaving access to the coolers.

- a) Soda can be placed in coolers at this time providing the vehicle does not get too hot. (DIET SODA WILL EXPLODE)
- b) Contents of each cooler is marked using masking tape and a black felt marker.
- c) One cooler for meat, the rest for soda and water

2.2.3.31 Day of the event

- a) Slice 3-4 onions into onion rings and place into GLAD plastic container
- b) Chop remaining onions and place into GLAD plastic container
- c) Load perishable items into coolers; fill each cooler with sufficient ice.

2.2.3.32 Arrive at field between; 7:30 – 8:00 AM

- a) Unload vehicle
- b) Clean out BBQ pit as necessary
- c) Clean top of large table with water and paper towels
- d) Tape one (1) menu on each side of table
- e) Place roll of paper towels and hand washing station
- f) Place bottle of hand soap at hand washing station
- g) Get down large trash can from inside rafter of pavilion
- h) **OPTIONAL BUT RECOMMENDED** ; Inside the BBQ pit, Place a piece of firewood on each side of the fire grate and two pieces at the rear of the grate, this will save on charcoal and the necessity of adding more charcoal in a few hours.
- i) Add charcoal / lighter fluid, let set a few minutes then light.
- j) Begin cooking at 9:00 AM
- k) Fill one aluminum pan with water and place at rear of grill.
- l) Fill another aluminum pan with 2 (32 oz.) cans of beef broth and place at rear of grill.
- m) Fill another aluminum pan with 2 cans of beer and sliced onion rings and place at rear of grill.
- n) Cook hamburgers “WELL DONE” and place in beef broth
- o) Cook bratwurst ‘slowly’ then place in beer and onion rings
- p) Cook hot dogs and place in water.
- q) Check / add charcoal as necessary
- r) Cook more food as need depending on event

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2.2.3.33 **Selling prices:** *(prices subject to change, these are historical prices as a guide)*

Depending on crowd and quantity of food left after 12:30 PM, begin reducing meat prices to sell remaining food.

- a) Hot Dogs \$2.00
- b) Hamburgers \$2.50
- c) What is the "Full Meal Deal" pricing? (One hamburger, chips and soda) or, (One Brat, chips, and soda) or, (One hot dog, chips, and soda)

2.3 Clean-up as necessary and remove all trash from pavilion / concession area.