

LoveAir RC Event Proposal and Expectations

Definitions, Process, Questionnaire

Definition of LoveAir Sanctioned event *(as opposed to ad-hoc)*

A LoveAir RC sanctioned event is a formal AMA event (not ad-hoc “birds of a feather” events held by and for solely LoveAir RC membership and guests satisfying LoveAir RC rules). It should be open to potentially any of the following: LoveAir RC members, guests of LoveAir RC Members, and select external AMA members, and spectators. It is approved by the LoveAir RC board to be held on a pre-planned date. It may be treated as a fund-raising event or a 501c3 charitable event. It requires a champion from the general membership. It requires a sufficient event team to successfully execute the event, including a CD (Contest Director) or EM (Event Manager) to ensure a well-planned and safe event satisfying local regulations, as well as AMA and LoveAir RC rules.

Process: *SIMPLE process definition to club approval – what are the steps, expected lead times.*

Task	Responsible	Timeframe
Form Event Team	Event Champion	Prior to board review
Complete Event Questionnaire	Event Team	Prior to board review
Present Event to Board	Event Champion	Fall prior to event (Sept-Dec Board meetings)
Board Approval, Schedule Event	LoveAir RC Board	By YE prior to event
Complete AMA Sanction	CD	By January year of event
Develop detailed event Plan, including fire safety	Champion	4-6 months prior to event
File NOTAM	CD	One week prior to event
Event Execution	Event Team	As Scheduled

Event Name: *Name of Event ... Eg Jet Drivers, War Birds over LoveAir, Scale Fly-in... etc*

Description	<i>Short prose description of event. What is the theme, target participants, target spectators (if any), 501c3 linkage (if any)</i>
Date(s) of Event	<i>Dates, and hours of event.</i>
Facilities Needed/Occupied	<i>Examples: East Runway, West Runway, Rocket Launch area</i>
CD	<i>Who is CD for event</i>
Event Team	<i>Who is the event team, and generally what are they responsible for. Agreement by volunteers.</i>
Special Needs	<i>Examples – Junior Participation, Field Prep, Security, Parking, Concessions, sponsor booths, Member Communication etc etc Describe needs, and recommended approach.</i>
Benefits	<i>Benefit to the club – Why should we do this?</i>
Contingency Plans	<i>Risks, and what happens if risks realized (weather, etc)</i>
Budget	<i>How much budget, and for what</i>