

# CCARC Event Planning Form

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Event Sponsor: *(Name, email address, phone number etc.):*

\_\_\_\_\_

Event Coordinator: *(Name, email address, phone number etc.):*

\_\_\_\_\_

Event Assistant Coordinator: *(Name, email address, phone number etc.):*

\_\_\_\_\_

Type of event *(Public Service, Contest, Display, etc.):*

\_\_\_\_\_

\_\_\_\_\_

Description of event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Budget Request for event: *(items needed, cost, etc.):*

\_\_\_\_\_

Location: *(Full street address and/or driving instructions if none)*

\_\_\_\_\_

\_\_\_\_\_

Who's Invited:  All Hams  CCARC Members Only  Public

What is needed for the event:  Volunteers How many \_\_\_\_\_  Club Equipment

Other: *(Please list):*

\_\_\_\_\_

\_\_\_\_\_

Will you need handouts and/or flyers:  Yes  No *If yes - how many will you need) \_\_\_\_\_*

How do you want this event promoted?

\_\_\_ CCARC Website & RCC Newsletter

\_\_\_ CCARC Members via Email

\_\_\_ Local Media (e.g. newspapers)

\_\_\_ ARRL Representatives

\_\_\_ Emails sent to Local Area Ham Groups

\_\_\_ QST Magazine

Note: Special Events to be placed in QST Magazine must be submitted no later than 3 months before event. If you plan to advertise in QST, please have information ready for the event 4 months prior to make sure your event will be published on time.

**For events such as the Public Service, Awards Banquet, and other minor activities:**

**3 Months prior to event:** Have all information ready and turn into the PIO & CIO. If you don't have all the information, some is better than none. It is up to the event coordinator to keep the PIO and CIO informed of any changes.

**For larger events such as Field Day and the Ham Fair:**

**6 months prior to event:** Start planning your event. Invite the PIO and/or CIO, as appropriate, to planning meetings so that current and accurate information is provided to the public media outlets.

**CCARC Event Planning Form approved 2 Dec 2015 by the Board of Directors**

## **General Instructions and Considerations:**

**Do you need volunteers?** If you need volunteers, start asking 3 months prior to the event. What do the volunteers need to help with the event? Will the volunteers be standing, child sitting, needing radios, or rain coats? This is all information that needs to be filled in.

**Event Description:** When you describe your event, make sure to cover all the basics. Who, what, where, when, why and how. Give a brief but informative explanation. What is the event about? Who is sponsoring the event? Why are we having the event? For Example: if the event is a CW contest with everyone sending QLF (with their Left Foot) this is important information to have.

**CCARC Rocking Chair Copy (RCC) Newsletter:** All articles for the newsletter must be in by the 15<sup>th</sup> of each month. It is up to the event coordinator to write the articles for the newsletter. If you have any questions or need help, feel free to contact the PIO and/or the CIO. Make sure the text for the newsletter and copies of all digital photos are sent to [newsletter@w7aia.org](mailto:newsletter@w7aia.org) (or otherwise provided).

**CCARC website ([www.w7aia.org](http://www.w7aia.org)):** Information for events should be submitted for annually recurring events by 1 January each year to be posted in the calendar section of the website.

- 3 months prior to the event, a narrative should be submitted to put on the home page to emphasize the event until it is over at which time the article is removed from the home page.
- Once event planning has started, a volunteer list should be established and posted to the website with updates provided by activity coordinator as it changes so members can see the information

**Handouts and Flyers:** Do you need event handouts or flyers? If you do and you have graphics that you want on them other than the generic club logos (which we already have) , please make sure to get those to the PIO and/or CIO 3 months prior to the event. Obtain permission to use and provide any event specific logos in any electronic format.

**Who's invited?** Depending on the event, you need to decide who will be invited to the event. Will this be a club member's only event? Are you inviting all ham radio operators from around the area? Will the public be invited?

**Event Promotion:** The type of event often determines how the event will be promoted. If this is a parade and you are only asking for volunteers, then we will ask club members at both club meetings, posted to the website and emails sent out to all members. (*Please note: this is up to the event coordinator to make announcements at club meetings and to write the narratives to be used in the newsletter and posted to the website.*) The PIO will contact all local media and send out emails to clubs throughout the area as needed. It is a good idea to have your event information sent to the PIO at least 4 months prior to the event.

***All information contained herein will be shared with the Club Website page maintainer and RCC Newsletter editor.***