

**Sport Aerobatic Club of South Africa**  
**Planning for Contests**

**Before the contest**

	<b>Details</b>	<b>Notes</b>	<b>Contact</b>	<b>Check</b>
1	CAMU Clearance	Need permission	Natalie	
2	Airport Management	Need permission		
3	Aerobatic Box	In Place?		
4	Box Markers	Required?		
5	Avgas	Availability?		
6	Judges	Availability?	John	
7	Registration room	Find one		
8	Pilots	Send 1st notification	Natalie	
9	Paramedics	Need to be on sight		
10	Fire Brigade	Need to be notified		
11	Programme	Put one in place		
12	Briefing	Get notes together		
13	Goodie bags/T-shirts	Order goodies		
14	Medals	Organise	Quintin	
15	Trophies	Organise/locate if applicable	Natalie/Annie	
16	Lunch	Organise vendor		
17	Meal tickets	Organise	Natalie	
18	Judges	Sort out requirements - see box 2		
19	Pilots	2nd notice with more details	Natalie	
20	Entries	Follow up on numbers	Natalie	
21	Entertainment	Organise if required		
22	Runners	Allocate someone		
23	Accommodation	Advise on venues if applicable	Natalie	
24	Starter	Allocate someone		
25	Assistants	Ask People to assist		
26	Weather	Start praying!!	Hee hee	

**At the contest**

	<b>Details</b>	<b>Notes</b>	<b>Check</b>
1	Shade for Judges	Set up?	
2	Food Vendor	Set up?	
3	Paramedics	On site?	
4	Fuel	Available	
5	Registration	Speed it up	
6	Briefing	Fully brief all	
7	Starter	In place?	
8	Judges	On the Judging line?	
9	Radios	Back ups available?	
10	Pilots	Ready to go	
11	Judges	Ensure fed & watered	

**Box 2 - Judges**

	<b>Details</b>	<b>Notes</b>	<b>Check</b>
1	Flights	Arrange when necessary	
2	Accommodation	Arrange when necessary	

3	Chairs	Remind them to bring their own if local	
4	Umbrellas	Set them up	
5	Radios	Confirm with John that he has them	
6	Drinks	Organise	
7	Food	Organise	
8	Pens, stationery	Organise	

**Box 3 - Pilots**

	Details	Notes	Check
1	Invitation	1st notice	
2	Documents	Send list to all:	
		Copy of valid pilot's licence	
		Copy of Medical cert	
		Copy of valid Aerobatics rating	
		Copy of recent Parachute packing slip	
		Copy of valid CoA or authority to fly	
		Copy of your entry form	
		Copy of proof of payment	
		Entry form submitted?	
		6 copies of Free Sequence	
	Reminders	More emails to all	