**ARRL FIELD DAY (FD) PREP LIST**

(FD...always the third full weekend in June)

- Assign Field Day Captain,

- Conduct an advance planning meeting,

- Obtain / manage FD site (usually Blythe Island Regional Park, Shelter #5),

- Bring GARA Club station and equipment,

- Determine who will bring a station / antenna to operate,

- Determine "Relief" operators,

- Keep FD e-mail communications with pertinent information active among members,

- Contact ARRL website to register GARA FD participation,

- Co-ordinate antenna party at FD site Friday afternoon before FD. Then, dinner afterward,

- Assign FD site talk-in frequency (ie. WX4BWK 2m Repeater),

- Co-ordinate band assignments among operators,

- Manage group picnic and food/drink volunteers (with help from YLs),

- Assign at least one operator to copy the ARRL FD Bulletin for submittal,

- Bring hard copy of ARRL rules for possible reference,

- Appoint a FD Safety Officer,

- Ensure our FD log is submitted to ARRL on time (preferably electronically),

- Determine our number of operators,

- Decide our operating class (DC, commercial mains, solar, etc.),

- Determine our FD exchange (ie. "5A", etc)

- Provide a paper Visitors Sign-In sheet, and appoint a member to ensure everyone signs-in,

- Mount our club FD sign,

- Take a FD group photo (Assign photographer)

- Obtain logging software for all operators (ie. N3FJP),

- Determine network/IT plan for logging (Scotty-KK4JMW),

- In November, check with ARRL and announce our Club score,

- Obtain Special Event Callsign (by W5YI Group) (optional),

- Determine if CCARS club wishes to participate with us for a joint FD (optional),

- Group FD T-shirt (optional),

- Local media notification (optional),

- VIP/Elected Official invite (optional),

- UHF/VHF Station (optional),

- Public Information Table (optional),

- Special projects (optional),

 (ie..training class, GOTA station, satellite operation, Foxhunt, solar power, Scouts, youth group, etc)