

Sterling Park Amateur Radio Club

Sterling Fest - 12OCT2013

Plan of Action

Overview:

The Sterling Foundation, a non-profit organization dedicated to improving the quality of life in Sterling Park, will be hosting its annual "Sterling Fest" on 12 October 2013. In support to this activity, the Sterling Park Amateur Radio Club (SPARC) will be hosting an information booth, providing education and demonstrations of amateur radio technologies to the general public.

Planned Activities:

For this event, SPARC will perform the following core activities:

- *Interact with the Public* – Members from SPARC will meet/greet individuals that direct an interest with the SPARC booth. All need to be prepared to address questions specific to amateur radio, the SPARC, and how amateur radio provides relief, support during times of crises. Further, members should be prepared to address to their ability, questions regarding equipment, testing/licensing, etc. outside the core boundaries of amateur radio.
- *Operations of Amateur Equipment* – amateur radio equipment at the SPARC Booth will be manned and controlled by members of the club. This equipment may be operated by others using FCC "controlled operations" guidelines by a SPARC member, licensed to operate utilized amateur radio bands. Members are encouraged to operate the equipment in a "GOTA-style" mode allowing non-amateurs the opportunity to experience amateur radio first-hand.
- *Safeguards* – While operating the SPARC Booth, members will be cognizant of public safety and loss of property. It will be the responsibility of members to safeguard the public against hazards that may be attributed to the placement and operation of all equipment affiliated with the SPARC booth. All equipment used at the SPARC Booth will be placed and secured so that damage to persons or equipment will occur. A Class A-B-C fire extinguisher will be located at the booth while the festival is in operation.

Physical Location:

Sterling Fest will be held near and around the Sterling Community Center, Sterling Virginia. SPARC has been assigned site 90 (ninety) that is at the corner of Commerce and Enterprise Streets, adjacent to Sterling Boulevard (Route 845) in Sterling, Virginia. Below is an aerial map of the location.



Figure-1
Physical Location of SPARC Booth

Duration of Activities:

The duration of activities for Sterling Fest are from 11:00-17:00hrs EDT on 12OCT2013. SPARC will be allowed to unload and assemble their booth at 09:00hrs EDT where POVs will be allowed access into the area but must be moved by 10:00hrs EDT. POVs will be allowed into the activity area after 17:00hrs EDT for break down and loading.

Labor and Equipment Responsibility Table:

The following table depicts labor and equipment responsibilities by member.

Requirement	Assignee(s)
Provide A/C Cords, Strips, Gaffer Tape	John N2PBY, Ray KD4RSL, Mark KI4OBT
Provide Tent / Folding Pavilion	
	Paul K4PDF
Provide Tables and Chairs	
	DonScip KC4RCG (Pick-up / Return to NQ4K QTH)
Provide Antenna(s)	DonScip KC4RCG
Provide Coax Cable	Assorted members
Provide Transceiver/Antenna Tuner	Assorted members
Provide SPARC Banner & Promotional Materials	
	John KK4AHY
Provide Old QSL Cards	
	Dick W2YE
Coordination of Call Sign K4NVA	Red N3TG

Requirement	Assignee(s)
Photographers	Paul K4PDF
	Assorted Members
Club Operators / PR Interface /GOTA Coaches	
	Monte KV4KS
	DonScip KC4RCG
Site Setup	
	Mark KI4OBT
	DonScip KC4RCG
Site Breakdown	
	DonScip KC4RCG

