

BARC Event Checklist

Event/Contest name: _____

BARC event coordinator (name and phone# or e-mail): _____

Date/Time (local start and end time): _____

Event location: _____

Event sponsor: _____

Event sponsor contact info: _____

Event website (rules, schedule, etc.) _____

Club callsign to be used during the event: _____ *Of the three club callsigns, W4AMC and W4UHS may be used at any club-sanctioned event or contest. WIVOA is reserved for exclusive use when operating at the VOA site.*

The BARC event coordinator is responsible for the club's overall planning and execution activities for the event, and assumes primary responsibility

- for ensuring that the club's participation in the event (including guests and supervised unlicensed operators) is in accordance with governmental, club, and event rules and regulations
- when absent from the operation, for delegating the above supervisory role to an alternate on-site club member as needed
- for maintaining a sign-in sheet and/or visitors log on site
- where applicable, for submitting logs and other pertinent information to the contest or event sponsor in an appropriate format prior to the deadline for submission
- for providing an ADIF export of logged QSOs to the club Secretary for subsequent upload to e-loggers such as e-QSL, qrz.com, LOTW, etc.

At his/her discretion, the BARC event coordinator may nominate additional coordinators or points of contact for each applicable task described below. Said coordinators need not personally perform each task; they simply need to ensure that it is assigned to and is completed by someone. Include a name and phone or e-mail contact info for each coordinator. Use N/A to indicate that this particular task does not apply and is not required for club participation in the event.

Equipment inventory and pre-event operational verification _____

Transportation of club equipment to/from the event site _____

Facilities and site access (including Internet access) _____

Safety _____

Site layout and station location assignments _____

Equipment setup (on-site) _____

Radios _____

Antennas _____

Grounding and bonding _____

Computers and logging software _____

Food and beverage _____

Media/Public relations _____

Post-event equipment teardown and packing _____

Other _____