

SARA Field Day

Major Task List

Phase	Task ID	Description	Responsibility	Status	Goal
1 Preparation	1	Request Glenville Hills permission to use the field.	Paul Siemers	Done	
1 Preparation	2	Spot SARA on ARRL Field Day Locator	Tim Long	Done	
1 Preparation	3	Reserve port-a-potti with Stone Industries	George Williams	Done	
1 Preparation	4	Contact Ray Wemple and ask him to make arrangements with Schenectady County to get the field mowed	Tim Long	Done	
1 Preparation	5	Arrange for C100	Tim Long	Done	
1 Preparation	6	Invite Schoharie Club	Jim Stewart	Done	
1 Preparation	7	Invite SMARA Club	Tim Long	Done	
1 Preparation	8	Register Box Trailer w/DMV	George Williams		6/20/2009
1 Preparation	9	Modify Box Trailer Tower Rack	Tim Long		6/13/2009
1 Preparation	10	Remove Tower Sections Box Trailer	Tim, Hal, Mike	Done	
1 Preparation	11	Arrange for Rigs. Includes: power supplies, paddles, keyers, microphones, foot switches, etc.	Tim Long & Larry Eaton		6/20/2009
1 Preparation	12	Arrange for GOTA Station. Chairman. Coach, Callsign. Operators. Antennas. Antenna Support. Rig. Handout material. Display material. Training.	???		6/20/2009
1 Preparation	13	7.3.2 Media Publicity (100 Bonus Points)	Larry Eaton	In Draft	6/20/2009
1 Preparation	14	Generator Maintenance	Mike Adams		6/20/2009
1 Preparation	15	Get qty=24, 4-foot fiberglass sections, +base, +top - Got 8 sections	Frank Simon	Done	
1 Preparation	16	Make CT Update Disks	Tim Long	Done	
1 Preparation	17	Layout & mark field Thursday PM	Tim Long		Thurs 7:30 PM
1 Preparation	18	Mow grass to a short length where tent will go			Thurs 7:30 PM
1 Preparation	19	Site Security Friday night	George Williams		Fri 8:00 PM
1 Preparation	20	Port-a-potti Arrival Duty Friday AM/PM	George Williams		Friday
1 Preparation	21	Contact CDTN (George Burns, W2SFD) to obtain CDTN sked	Larry Eaton	Awaiting Reply	
1 Preparation	22	Tow Box Trailer to Field Day site Friday AM	Sid Wolin		Fri 9:00 AM
1 Preparation	23	Tow Generator to Field Day site Friday AM	Mike Adams		Fri 9:00 AM
1 Preparation	24	Tow Tower Trailer to Field Day site Friday AM	Todd Langston		Fri 9:00 AM
2 Set Up	25	Setup Friday and Saturday	Tim Long		Fri 2:00 PM
2 Set Up	26	Bring tent to Field Day site	Dennis Hudson		Fri 5:00 PM
2 Set Up	27	Bring chairs and tables to Field Day site	Hal Post		Fri 5:00 PM
2 Set Up	28	Bring computers to Field Day site	Dennis Hudson		Sat 9:00 AM

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2 Set Up	29	Bring computer keyers, headphones and splitters	Tim Long		Sat 9:00 AM
2 Set Up	30	Bring Rigs. Includes: power supplies, paddles, keyers, microphones, foot switches, etc. (See 7.3.13 below)	Rig Owners		Sat 9:00 AM
2 Set Up	31	Bring SARA signs (Tim's garage)	Tim Long		Fri 9:00 AM
2 Set Up	32	Set up generator and run cables from generator to tent site.	Mike Adams		Fri 2:00 PM
2 Set Up	33	Erect tent and set up tables and chairs	Tent Crew		Fri 5:00 PM
2 Set Up	34	Unload and place computers	Dennis Hudson		Sat 9:00 AM
2 Set Up	35	Set up computers	Dennis Hudson		Sat 9:00 AM
2 Set Up	36	Computer software update Saturday AM	Tim Long		Sat 9:00 AM
3 Operation	37	7.3.1 100% Emergency Power (500 Bonus Points)	Mike Adams		Sat 2:00 PM
3 Operation	38	7.3.10 Educational Activity (100 Bonus Points)			Sat 2:00 PM
3 Operation	39	7.3.11 Site visit by elected official - Paul Zonderman (100 Bonus Points)			Sat 2:00 PM
3 Operation	40	7.3.12 Site visit by served agency rep - Schenectady Co. EM (100 Bonus Pts)	Tim Long		Sat 2:00 PM
3 Operation	41	7.3.13 GOTA Bonus (Bonus Points TBD)			Sat 2:00 PM
3 Operation	42	7.3.15 Youth Participation (20 Bonus Points each under 19)			Sat 2:00 PM
3 Operation	43	7.3.3 Public Location (100 Bonus Points)			Sat 2:00 PM
3 Operation	44	7.3.4 Public Information Table (100 Bonus Points) (L. Eaton will pick up materials - need someone to set up and staff the table - perhaps GOTA guy?)			Sat 2:00 PM
3 Operation	45	7.3.5 Message Origination to Section Manager (100 Bonus Points)	Larry Eaton	In Draft	Sat 2:00 PM
3 Operation	46	7.3.6 Message handling (10 Messages - 100 Bonus Points)	Larry Eaton	In Draft	Sat 2:00 PM
3 Operation	47	7.3.7 Satellite QSO (100 Bonus Points)			Sat 2:00 PM
3 Operation	48	7.3.8 Alternate Power/Alcohol Generator (100 Bonus Points for 5 QSOs)	Tim Long	Alcohol generator tested OK	Sat 2:00 PM
3 Operation	49	7.3.9 W1AW Bulletin/See Schedule (100 Bonus Points)			Sat 2:00 PM
3 Operation	50	Food	Rob Fox		
3 Operation	51	Special mode bonus points (PSK 31, APRS, etc.)			Sat 2:00 PM
3 Operation	52	VHF Station (Note: 2-M rig in C100)		Next Year	
4 Tear Down	53	Teardown Sunday - Check with Tim Long for assignments	Tim Long		Sun 2:00 PM
4 Tear Down	54	Tear down and remove computers from Field Day site Sunday PM	???		Sun 2:00 PM
4 Tear Down	55	Remove tables and chairs from tent, disassemble and pack tent	Tent Crew		Sun 2:00 PM

Phase	Task ID	Description	Responsibility	Status	Goal
4 Tear Down	56	Remove tables and chairs from Field Day site to storage			Sun 2:00 PM
4 Tear Down	57	Watermelon on Sunday after teardown			Sun 4:00 PM
4 Tear Down	58	Tow Box Trailer to storage site Sunday PM	???		Sun 4:00 PM
4 Tear Down	59	Tow Generator to storage site Sunday PM	Mike Adams		Sun 4:00 PM
4 Tear Down	60	Tow Tower Trailer to storage site Sunday PM	???		Sun 4:00 PM
5 Follow Up	61	Compile bonus point evidence	Tim Long		7/5/2009
5 Follow Up	62	Compile logs	Tim Long		7/5/2009
5 Follow Up	63	Submit Bonus Point Evidence to ARRL	Tim Long		7/5/2009
5 Follow Up	64	7.3.14 Web Submission (50 Bonus Points)	Tim Long		7/5/2009
5 Follow Up	65	Post Mortem - Next Years Long Range Plans	Tim Long		
<u>Organization</u>					
The SARA Field Day Plan is organized chronologically.					
1 Preparation		Longer term activities to prepare for Field Day. Tasks in this category include logistics and positioning of amateur radio equipment. Preparing and issuing press releases.			
2 Set Up		Tasks in this category include antenna assembly, antenna and tower erection, cables, power, hook-up, etc. Starts no earlier than 1800Z (1400L) on June 26.			
3 Operation		Activities that take place during operating hours 1800Z (1400L) June 27 to 1800Z (1400L) June 28.			
4 Tear Down		Disassembling and packing equipment and moving it to storage. Eating watermelon.			
5 Follow Up		Compiling and submitting information to ARRL. Conducting a post event plan review (for next year). Publishing FD report in SARA News.			
<u>Notes</u>					
SARA will be operating as a 5A station for 2009.					
On-The-Air operation starts at 1800 UTC (1400 L) on June 27					
On-The-Air operation ends at 1800 UTC (1400 L) on June 28					