

Midwest RAILS
Show Coordinator's Checklist

- 6 Weeks prior** **Confirm application detail: location, space allotment, access door size, set-up time, etc.**
- 5 Weeks prior** **Contact the members requesting their show participation or update to their participation if the request was send earlier. (Secretary can assist)**
- 4 Weeks prior** **Using any revised participation information and with the help of an assistant or back-up, begin planning.**
- 3 Weeks out** **Create a preliminary layout for SIZE against available space, OR use one of the “canned” layout templates. (Chuck and Bert can assist with drawings)**
- Review the club “Decoration/Display” list and prepare a preliminary decorating plan. (VP-Layouts can assist)**
- This preliminary plan, including participant’s assigned module location(s) & decorations, should be sent to VP -- Shows or a prior coordinator for review.**
- Obtain confirmation from members of their module & decoration commitments by e-mail or phone.**
- Confirm who will be pulling the trailer(s) to the show site.**
- Ask members to take on the assignment of trailer load masters.**
- 2 Weeks out** **Send out final layout plan and show instructions. This should include standard information and any special instructions:**
- Arrival and set-up times**
- Show hours**
- Parking**
- Pre assigned set-up and teardown duties:**
- Unloaders/loaders; table set up/tear down crews -Extension cord, skirting & Plexiglas set up/teardown -Power supply & Revolution set up/teardown**
- Show Day** **Arrive early**
- Coordinate rather than set up**
- Measure the layout to insure that it is as “square” as possible AS it is evolving.**
- Sign-up sheet: Provide a sheet with possible run times for each day of the show. To ensure that all club members have equal opportunity, announce it’s availability and encourage all to select a run time. Review to ensure that no one dominates times at the expense of other members. Remember, newer members do not necessarily know the club system.**