

**Midwest RAILS**  
**Show Coordinator's Checklist**

- 6 Weeks prior**      **Confirm application detail: space allotment, set-up time, etc.**
- 5 Weeks prior**      **Send "known" participation list requesting updates. (Secretary responsibility)**
- 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.**  
**Review the club "Decoration/Display" list and prepare a preliminary decorating plan.**  
**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 trailers 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**  
**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.**