

Committee Name: Hamfest Committee

Purpose of the Committee:

The HamFest Committee is responsible for all facets of planning and conducting a local HamFest on the date or dates established by the McMinn County Amateur Radio Club (MCARC).

Goals and objectives of the committee: To provide a very high quality Hamfest for the benefit of the McMinn County Amateur Radio club.

Tasks/Duties of the committee:

- Reserving (months in advance at a minimum) the facility for the planned HamFest
- Obtaining facility keys prior to the HamFest and returning them following site cleanup
- Submitting a budget for the HamFest for club approval
- Recommending specific door prizes for club approval
- Ensure adequate supply of admission tickets and additional door prize tickets
- Recruiting club members to help with parking, front gate, concessions, club table, PA, etc.
- Ensuring adequate food and supplies for concessions
- Ensuring adequate signage to clearly direct traffic to the HamFest
- Coordinating transportation of club trailer and staffing of a “talk-in” station

- Coordinate with club treasurer for sufficient cash for making change during the HamFest
- Recruiting dealers for the HamFest (flyers, e-mails, telephone calls, etc.)
- Coordinating with WCARS to schedule license exams on-site
- Arranging for advance publicity of the event (e-mails, flyers, newspaper articles, etc.)
- Provide point of contact for providing event information and advance dealer/tailgate space reservations
- Obtaining ARRL sanctioning of the event (qualifies it for listing in ARRL publication QST) at least two months prior to the HamFest
- Requesting catalogs, bags, or other supplies from large dealers such as MFJ and HRO.
- Interface with local police and TN State Guard for HamFest site security
- Coordination of HamFest site preparation (day before arranging, cleaning, etc.)
- Oversight the day of the event
- Coordinating site cleanup and restoration to “as-found” or better condition after the HamFest

Current membership of the committee:

Phil Prichard (KC4JIY)[chairperson] □ Cheryl Shane (KC8NKT) [concessions]

Glenn Moses (KD4MOE) [front gate] Chuck Burris (K4CTB) Ruthie Burris (W4RJB) □ Debbie Bare (KE4OTV) 2017 club officers *(ex-officio members) □ Bill Luecken (KK4QOM) [club trailer & money storage & distribution] □ Richard Knox (K4KNX) [TN State Guard; overnight security] □ Tracy Carter (KA4JPB) [PA

system; admission tickets] □ Darris Goforth (K4RST)* □ Mike Elkins (W1ELK)* □ Bob Miller (KC4KUZ) [club table; miscellaneous] □ Don Morelan (KE4BMQ)* □ Cliff Blackburn (W4TZD)* [MCARC Treasurer: club cash for making change; ordering door prizes]

This committee should be comprised of a number of club members (volunteers) sufficient to oversee the stated scope of the HamFest with one member serving as committee Chairperson to provide oversight and guidance and serve as point of contact with the MCARC. All committee members and the designated chairperson shall be approved by the MCARC.