

Event Planning – Type 1

Pre-Class Homework Assignment

This is an advanced-level course with a lot of material to cover. To make the best use of class time and spend the maximum time on the classroom tabletop exercises, participants will need to do some reading before class. This should be no more than 1.5 to 2.5 hours for most people.

1. Before the class, review these two examples provided as part of the course material:
 - a. Shadow Planning document from 2014 County Wide Drill
 - b. Net Control After Action Report from 2015 County Wide Drill
2. Before class, review the classroom presentation, slides 36 through 73, and the course handout “Drill Planning Checklists”. We will not cover this material in class but will review it and answer any questions you may have.
3. You will need to be familiar with the material above for the classroom tabletop exercises and discussion. The classroom tabletop exercises will consist of you doing some initial planning for a fictitious event. You will take on one of the planning roles as part of a planning team and determine how the event might be planned from a RACES perspective. This will involve working individually and as part of a planning team.

Homework Assignment - Event Planning Exercise Proposal

Name:

Call Sign:

Description: (Provide a brief summary of the proposed event)

Venue: (Park, city/county facility, classroom, etc.)

Day of Week:

Time:

Length (hours):

Resources Needed: Assume a "station" includes a power source, radio, coax, antenna, and other associated components. Assume all staff have HTs, headsets, etc. For this proposal we won't worry about forms, pop-ups, tables, clipboards, etc.

Stations: How many of each type of station is required? Net control stations, mobile stations, fixed field stations, packet stations, etc.)

Staff: Type and quantity of radio operators, administrative support, reliefs, etc.

Other: List any other significant resources needed.