



## Show Coordinator

August 2009

For every train show, a member(s) of the Northeast Ntrak will be assigned as a show coordinator. The responsibility of the coordinator is to set up a layout to provide an operating display for the host train club show. The responsibilities will include the following:

1. Determine the space available, position of columns, and aisle width requirements.
2. Determine set-up time (usually about 2 hours before show time).
3. Provide driving instructions and directions for location of the show.
4. Determine member participation. It is the responsibility of the show coordinator to recruit members to put on a quality show. Our Newsletter and flyers sent out by the host train show should be used for the purpose. The coordinator may confirm member participation at any of earlier shows, by correspondence or by phone.
5. Check the location of electrical outlets and run power to the layout.
6. Set-up:
  - a. Have layout design sheet ready, showing module and member names. Denote block boundaries.
  - b. Adjust modules so mainline rail heads are level and 40" above the floor. Clamp modules in place.
  - c. Checking wiring between modules.
  - d. Throttle installation. (*If possible, throttles should be set-up on outside of layout*).
  - e. Check the Red, Yellow and Blue lines for connecting track installation.
  - f. Clean track on the Red, Yellow and Blue lines.
  - g. Run test trains to verify quality operation before show time.
  - h. Install Skirting on modules.
  - i. Position stanchions and string the guard rail rope.
  - j. Make sure Northeast Ntrak banner is displayed.
7. For good appearance the boxes of tools and personnel items should be stored neatly under the modules (coats, trains etc.).
8. Maintain a **Sign-up Sheet**. Members attending with module should be given first opportunity to sign-up for train run times. Members without modules at the show should sign-up for tower duties before signing up for run times.
9. Make sure that for the run of the show the towers are manned.
10. Give the **OK** for teardown and check area before leaving to see that everything has been removed.
11. Set-up any before or after show activities necessary.

**If you have any problems, don't hesitate to ask other members of the club for help.**

**The cooperation from all the members is requested to share responsibilities in putting on a quality show.**

**PLAN AHEAD !!!**