

Kentuckiana Society of N Scalers Show Proposal

Show Coordinator					Date			
Coordinator's Phone #s								
Coordinator's Email								
Assistant Show Coordinator								
Asst. Coord. Phone & Email								
Name of Show					Dates			
Location (city and venue)								
Organization in Charge								
Organization's Contact					Title			
Organization's Phone #s								
Organization's Email								
Organization's Web Site								
Layout Type (circle all involved) Indicate size below type.	NTRAK (Standard)		TTRAK		oNeTRAK		FreeMoN	
Days of Operation (Circle)	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Hours of Operation								
Costs and Special Requests requiring Board approval.								

Timeline for completing this Show Proposal

- **90 Days (or at least 3 meetings) prior to the show:** Complete this form and secure the Superintendent's signature indicating provisional approval. The Superintendent may present the request to the general membership or to the Board at his discretion, especially if costs or an out of town trip are involved.
- **Immediately following Provisional Approval:** Provide details to the Editor of *The Bridge* and the KSONS Webmaster.
- **60 Days (or at least 2 meetings) prior to the show:** Report to the membership on the progress and details of the show. Begin to solicit modules and secure transportation. Provide information on venue, costs, transportation plans, hotels, etc. Provide information on set-up and tear-down times.
- **30 Days (or at least 1 meeting) prior to the show:** Provide to the Superintendent a list of members and modules that will participate in the show. Insure that enough members will attend for the number of modules to be in the show. Include any important details that pertain to the show. Provide to the Editor of *The Bridge* and the KSONS Webmaster a detailed report on the set-up and tear-down times, hours of operation, and any other important details about the show. This report to the Editor must be submitted in time for inclusion in *The Bridge* issued just prior to the show. Receive Final Approval.
- **15 Days prior to the show:** Provide to the Superintendent and the Membership via email a complete show schedule, including a complete list of operators scheduled to run.
- **The Show Coordinator will also be required to fulfill the following:**
 - Send (or cause to be sent) to all KSONS members email messages with the details of the show as they become timely
 - Maintain communications with the Show Organizer/Sponsor
 - Advertise the show and seek publicity
 - Immediately inform the Superintendent of any complications of the show
 - Display KSONS signage during the show
 - Have KSONS membership materials on hand
 - Engage the public and encourage participation in the hobby.

Three copies of this form are needed: One each for the Show Coordinator, Superintendent, and the Secretary.

Preliminary Approval for this show is granted contingent upon the Show Coordinator fulfilling all responsibilities and requirements listed within this form.

Superintendent Signature _____ *Date* _____

Final Approval
Superintendent Signature _____ *Date* _____