

**In-Home Meet**

<b>Task</b>	<b>Resource</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>
Organize Committee	Coordinator				
Contact Local NMRA Region	Coordinator				
Hold organizing meeting	Coordinator				
Identify Host	Coordinator				
Publicity	Publicity Chair				
Arrange for Registration materials	Registration Chair				
Arrange for Snacks, Meals	Food Chair				
Event	All				

**Roundtable at Convention, Train Show or RPM Meet**

Task	Resource	June	July	August	September	October	November	December
Organize Committee	Coordinator							
Hold organizing meeting	Coordinator							
Contact co-sponsoring organizations (1)	Coordinator							
Arrange for space	Coordinator							
Publicity	Publicity Chair							
Arrange for AV equipment	Coordinator							
Event	All							
(1) could be as much as one year in advance for an NMRA region. The sooner the better!								

### Freestanding SIG Meet Timeline

Task	Resource	June	July	August	September	October	November	December
Organize Committee	Coordinator							
Contact Local NMRA Region	Coordinator							
Hold organizing meeting	Coordinator							
Contact co-sponsoring organizations	Coordinator							
Arrange for space	Facility Liaison							
Solicit Clinicians	Clinic Chair							
Publicity	Publicity Chair							
Set up Web Site								
Contact Ops Hosts	Layout Chair							
Contact Tour Hosts	Clinic Chair							
Arrange for Seating	Facility Liaison							
Recheck Hosts	Layout Chair							
Invitations for Op Sessions	Layout Chair							
Arrange for Registration tables and materials	Registration Chair							
Arrange for Snacks, list of eateries	Food Chair							
Arrange for AV equipment	Clinic Chair							
Event	All							

**Joint meet with another organization**

**(Historical Society, RPM, full SIG Track at an NMRA region)**

Task	Resource	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Organize Committee	Coordinator	Red						Red						
Hold organizing meeting	Coordinator		Red						Red					
Contact co-sponsoring organizations (1)	Coordinator		Red						Red					
Arrange for space (2)	Event Liaison								Green					
Solicit Clinicians	Clinic Chair								Green					
Publicity	Publicity Chair								Yellow	Yellow	Yellow	Yellow	Yellow	Yellow
Contact Ops Hosts	Layout Chair									Green				
Contact Tour Hosts	Clinic Chair									Green				
Recheck Hosts	Layout Chair												Yellow	
Invitations for Op Sessions	Layout Chair													
Arrange for AV equipment	Clinic Chair												Green	
Event	All													Red

1. Or earlier, often planned more than a year in advance
2. Assuming the other organization has a space worked out and hotel arranged

## Operations Weekend

Task	Resource	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Organize Committee	Coordinator													
Hold organizing meeting	Coordinator													
Choose a Date (1)	Coordinator													
Choose a Hotel	Hospitality Chair													
Contact Ops Hosts	Host Chair													
Publicity (2)	Publicity Chair													
Set up Web Site	Webmaster													
Develop Invite List (3)	All													
Send out Invites (4)	Registrar													
Host Communication	Host Chair													
Arrange for Registration tables and materials @ Hotel	Registrar/Hospitality													
Develop Schedule & layout assignments (5)	Scheduler													
Arrange for evening Entertainment (6)	Activity Chair													
Event	All													

1. This should be done a year in advance. Try to avoid holidays and conflicts with other major model RR events
2. Depends on how open you want the event, they range from invitation only to open: most will be "seeded" but take requests for invitations
3. This will depend on your objectives, but good places to start are: people who've hosted the committee, nominees of the hosts, groups who sponsor similar events in nearby cities
4. By email unless an invitee is known to not be connected
5. Try to ensure that everyone get at least 2 of their top 3
6. Clinics, layout tours but other activities may be appropriate