

2025 ARA Great Hagerstown HamFest Execution Plan

April 26, 2025 - Incorporates:

=> edits (in *Red italics*) from 01-Apr ARA meeting

=> edits (in comment boxes) from 15-Apr ARA meeting

Joe Maguire (WA1ZZQ)

Steve Struharik (WA8EIH)

Agenda

- Overview
- Volunteers
- Hot Topics
- Schedule
- Admin Topics
- Layout
- Discussion/Actions

Overview

- Saturday, May 3rd
- Admission \$7. Outdoor Tailgate \$7.
Indoor table \$10 (Advance) \$15 (day of event)
- 2025 Hamfest will closely follow the plan we executed for 2024
 - Venue Setup Friday afternoon, May 2nd, 5:00 PM
 - Vendor setup available *Friday 6-8 PM*
 - *Joe (WA1ZZQ) to advise existing vendors **(Complete)***
 - *Tim (N3VGS) has venue key(s). Keys to be left with Ted (KA3EGV), the ARA rep staying overnight at venue*
- *Bill (W3OS) to coordinate venue plan & keys with Tim (N3VGS)*
- Layout of tables indoors will be very similar (if not identical) to last year
- Lots of space for outdoor tailgating

Volunteers (*Lead)

- Chair: Joe Maguire (WA1ZZQ)
- Co-Chair: Steve Struharik (WA8EIH)
- Venue: Tim Keener (N3VGS)/*Bill Collins (W3OS)*
- Finance: *Tim Keener (N3VGS)/Herm (K2AVA)*
- Food Truck: Rich Demoske (KC2EFA)
- Audio: Rich Demoske (KC2EFA), *Mike Forrence (K3MMM)*
- Overnight Lot: Ted (KA3EGV) - Confirmed
- Advertising: Garry Laing (W3GTL) – *Ask Lou Scalley to announce event on radio; look for (no-cost) online Community Bulletin Board(s) to post event*
 - *Joe (WA1ZZQ) – Send final broadcast email announcing event to area clubs 2 weeks prior*
- Road Signage: *Tim Dean (KC3OCQ)*

Advertise on Facebook:
Evan (KC3YGV) will share hamfest info on FB
Others also if possible
Gary ask Lou Scalley how to advertise on FB

plus Kevin Hritz, Nelson Rotz
& 3 others. Total 8 Gatekeepers

Tickets Gate: **Bill Collins (W3OS)***, *Butch (NI2W)*, Nelson Sollenberger (KA2C)

Herm is Banker during event for
Club Table, Auction & Gatekeepers

- *Bill (W3OS) – Devise rotation schedule for Gate personnel; Get tickets from Herm (K2AVA)*
- *Steve (WA8EIH) – Send Bill (W3OS) rotation schedule from 2024*
- *Tim (N3VGS) has cash ready for event. Herm (K2AVA) handles cash & loads gatekeeper aprons*
- Auction: **Garry Laing (W3GTL)***, Bill Collins (W3OS), *Riley Hollingsworth (K4ZDH)*
- Entrance Club Table: **Dave Gossard (N3DRL)***, *Steve (WA8EIH)*, Bob Long (KD3JK)
- Exams: **Nelson Rotz (NC3PAP)***, Evan Werner (KC3YGV), Bill Collins (W3OS), Joe Maguire (WA1ZZQ), Jeff Addleman (W3ADD). *Exam Room: Dining room adjacent to Kitchen*

Volunteers (Con't)

- Unassigned ("Worker Bees") - Important job!
 - Circulate & help where needed - Surges of work, ad hoc jobs & relief stand-ins for others:
 - Brad Owen (KC3WDI)
 - Kevin Hritz (W3QD)
 - Mike Forrence (K3MMM)
 - Jerry Stevens (KC8FKZ)
 - Pat Cassner (KD3ATA)
 - *Riley Hollingsworth (K4ZDH)*
 - *Ted (KA3EGV) to monitor/supervise tailgate lot*
 - *Herm (K2AVA) arrives in AM (does not stay overnight); handles finances in RV; manages gatekeeper aprons; tends money with Tim (N3VGS)*
 - *Ray Mongrain (N3ODA)*
 - Biggest burst of activity will be in selling & assigning spaces & tables on day of fest, and last minute inquiries of tables available. This took 2-3 guys last year!
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- Check-in at club table or by HT (146.58) periodically for assignment
- Joe (WA1ZZQ) & Steve (WA8EIH) Assign Indoor Tables
- and circulates around venue

Setup & Breakdown

- Show of hands at meeting for each
 - Result: Friday Setup: 10, Saturday Teardown at 12:30 PM: 6*
 - *Bill (W3OS): Ask Tim(N3VGS) to ask church:*
 - *Do they want tables left up (like last year for a dinner) or put away after event?*
 - *Is there a church event Saturday May 3 that will conflict with hamfest? (so that ARA can be aware & direct parking so as not to conflict with church event)*
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- Apr 15 meeting update:
Friday: 9; Saturday : 4 (others are doing exams)

Hot Topics

- Club Table & Auction
- Club stuff for sale: - *Garry (W3GTL) :Tell Broadcast People (Lou Scalley)*

- Two professional equalizers rack mount almost new in boxes
- Two professional microphones like new - *Shure SM7 & Electrovoice RE20*

- Tim (N3VGS) has a bunch of gear for sale

- *Will need help near end of April, hand truck & labor*

- *Pat (KD3ATA) available w/ van & hand truck; 29 & 30-Apr all day; 1-May till 5 PM; 2-May all day needs advance notice. Can also help transport donated equipment to venue from Joe(WA1ZZQ)'s house (next slide)*

- Operation "Spring Cleaning"

- Clean out your junk drawers! Donate unwanted stuff to club!
- We will also have a table(s) for your non-donated stuff to sell

- Anything left over can go to Auction

- *But only if owner approves. Otherwise, equipment returns to owner. Owner sets reserve (min) price, if any*

- ✓ Prizes work complete – see upcoming slide

- ✓ Cash Prizes? - NO (by club vote). Thankfully, we have enough nice prizes this year

- ✓ FOOD (Pizza Friday, Cake Saturday) - Tim KC3OCQ

- ✓ Food Truck – All set

- ✓ Overnight Presence - Arranged

- ✓ Coordination with Church – *Tim(N3VGS)/Bill (W3OS) Some items remain (separate list)*

Tim (N3VGS) supervises & prices club equipment. Steve asks Riley (K4ZDH) to help with pricing

Need plan for how/when to transport Tim's equipment to venue
Bill W3OS Please coordinate

Resources for equip. transport Fri. PM
To Venue from Joe's or Tim's QTH:
Dave (N3DRL) – Truck w/ cover
Evan (KC3YGV) – Truck w/ cover
Pat (KD3ATA) - SUV

New Slide Pre-May 3 Schedule

- Detailed schedule will be distributed later in April
- Before May 2 (Time TBD)
 - *ARA Members drop off equipment for donation or sale at Joe (WA1ZZQ)'s house, by appointment. Butch (NI2W) has pricing labels*
 - *Steve (WA8EIH) notifies Washington County Sheriff of event*
- Friday May 2 – *Venue open 5-8 PM (indoor); 5 PM-overnight (outdoor); Sunset 8:08 PM.*
 - ARA starts venue setup 5:00 PM
 - *About 5:00 PM Ted (KA3EGV) arrives & sets up RV to monitor venue & provide assistance for evening/overnight arrivals*
 - Food truck shows at *6 PM Friday – confirmed*
 - *Indoor Vendors set up 6-8 PM. Outdoor vendors set up anytime after 6 PM (at own risk)*
 - *ARA Members drop off equipment for sale on club table 6-8 PM*
 - *Indoor facility locked at 8 PM but access available if needed (Ted has key – If RV Porch Light on, knock on door)*
 - *After 5-8 PM, indoor bathrooms not available. No Porta Potties provided; use local gas stations (5 min away)*
 - Parking lot lights on all night? *Tim (N3VGS)/Bill (W3OS) ask church to do – did that last year*

New Slide May 3 Schedule

Saturday May 3 - *Sunrise 6:07 AM*

- *ARA staff arrive by 5:45 AM for a 6:00 AM start*
- Vendors & Tailgaters show at 6:00 AM
- Main building opens at 6:00 AM *for staff & vendors* ; 7:00 AM *for hamfest attendees*
- Detailed Gatekeeper schedule pending – *Steve (WA8EIH) to send previous schedules to Bill W3OS*
- Food truck connect and startup at 6:00 AM; Food service available 7:00 AM–1:00 PM
- Hourly prize drawings from 8-11:30 AM. Grand prize drawing at 12:00 PM – *Steve (WA8EIH) to make list of prizes & drawing times*
- Q&A forums 8:30 – 11:00 AM: No speakers. Elmer Table & ARRL Table (later slide)
- Cake at 10:00 AM
- Auction *11:00 AM – 12:30 PM (or before)*
- Hamfest ends 12:30 PM
- Exams start 1:00 PM (in Dining Room adjacent to Kitchen)

Administrative Topics

- Talk-in/Local Frequencies:
 - 147.09 Repeater (146.94 Repeater backup)
 - 146.58 Simplex (Site coordination freq)
- Door Prizes (*Steve (WA8EIH) to make list of prizes & drawing times*)
 - ✓ Tractor Supply: Blackstone Grill – **RECEIVED – Excellent**
Grand Prize worth ~\$350!
 - ✓ ARRL Gift Certificates (1 or 2 @ \$50, 2 @ \$25) -- **RECEIVED**
 - ✓ DX Engineering: \$50 Gift Card
 - ✓ MFJ-270 Coaxial Lightning Surge Protector
 - ✓ Baofeng HT
 - ✓ Heil Ham Radio: T-shirts, Heil Hand-Books, stickers, & pins – *swag bags?*
 - ✓ *Flex Radio: Ball caps, T-shirts, Stickers – swag bags?*
 - ✓ *K4IA License Manuals*
 - Home Depot: \$50 Gift Card - **Pending**
 - MNL Radios (Larry Magnum – KB3YMG): *Vendor at hamfest – Donation TBD*
 - Sent requests to: MFJ (bounce-back), HRO, Yaesu, Kenwood, ICOM, Elecraft, Amazon
 - Other prospects: Harbor Freight, Lowes; *LDG (in southern MD)?*



Made up into swag bags and awarded along with other prizes

New Slide Administrative Topics (Con't)

- Additional Items added at April 15 Meeting:

- Prize Drawings

- Hourly drawings 8 AM-12 PM
- Multiple Prizes in each drawing
- Winners posted on white board at Club Entrance Table
- Grand Prize drawn at 12 PM
- Unclaimed Prizes redrawn at 12 PM after Grand Prize

Hourly drawings of multiple prizes
(=> multiple winners each hour)
Allows time for winners to claim prizes
& does not tie up PA system

- 50-50 Drawing

- Tickets sold all morning and at Auction
- 50-50 Winner drawn at 12 PM
- Bill (W3OS): Check on getting more 50-50 tickets. Contact Herm

- Tee Shirts: Sell at Main Table

- Literature for Q&A Table

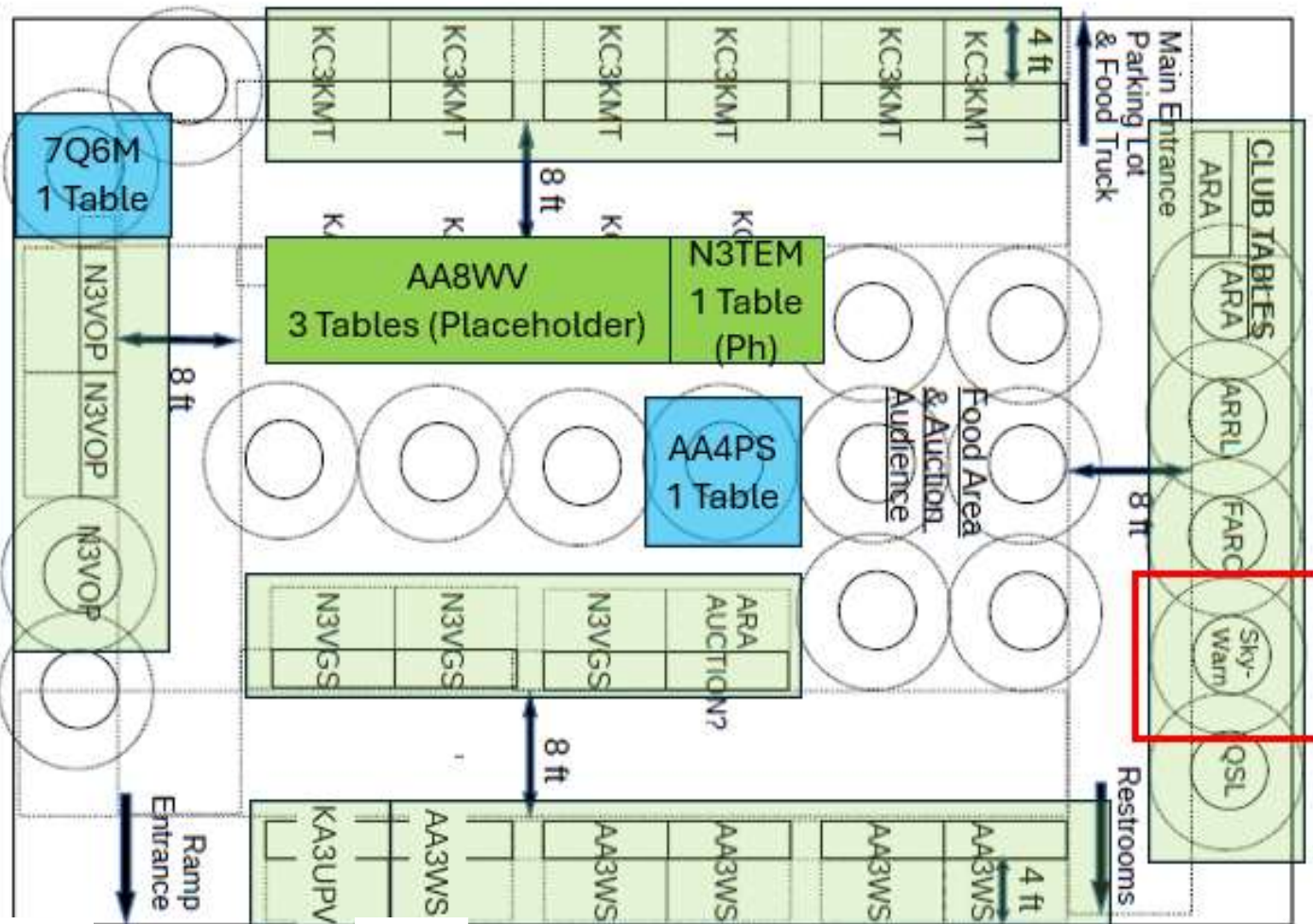
- Herm (K2AVA) & Rich (KC2EFA) – Bring ARRL Literature
- Steve (WA8EIH) Prints out new ham info from ARA meeting & orders more ARRL literature if possible

CONFIRMED

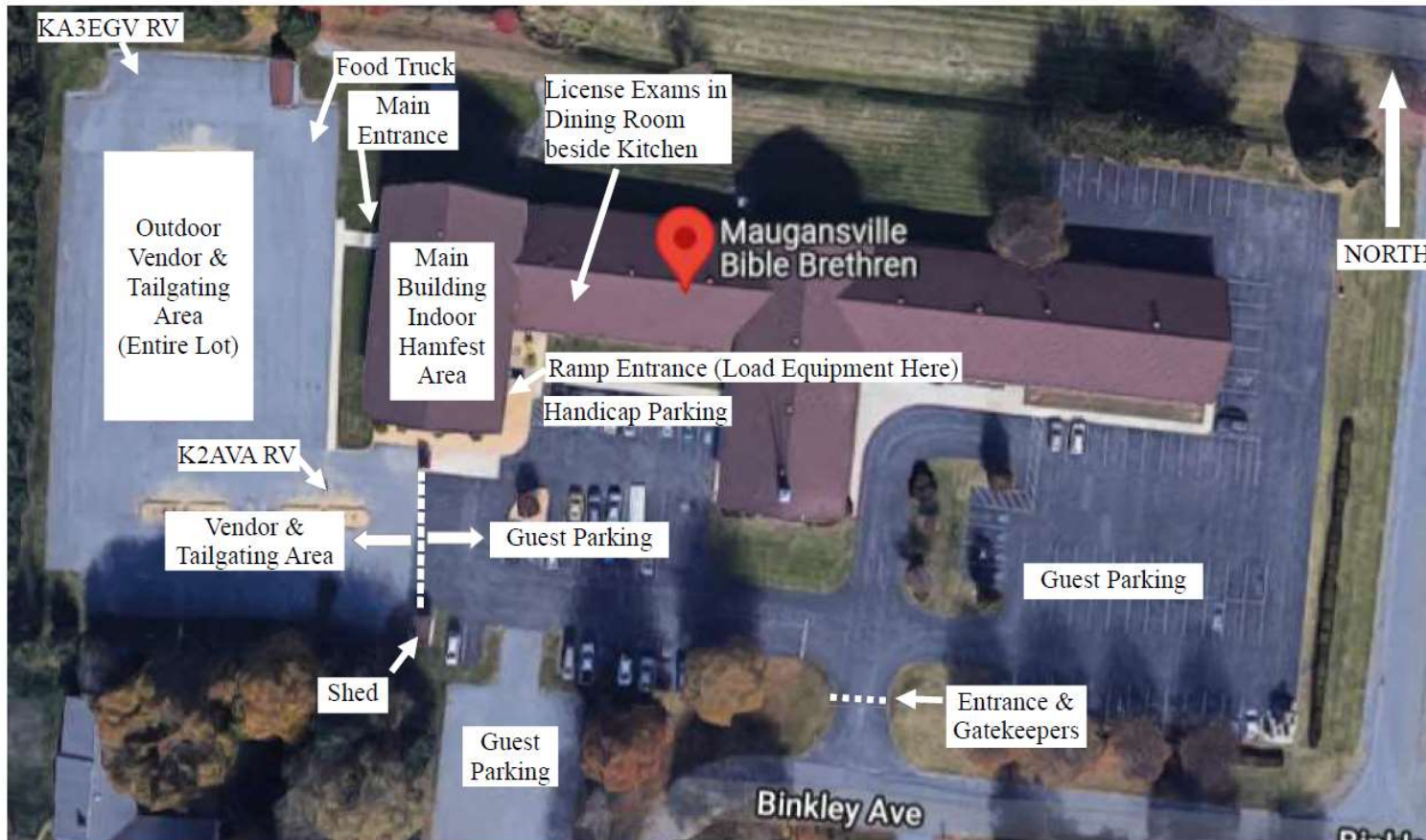
Tables
23 Rectangular
19 Round
42 Total

Offered Table
Space to
WashCo
Emergency
Management
&
Skywarn

Floor Plan
rev. 26-Apr-25
Floor Plan is Dynamic
Updates will continue
Through May 3



Layout (Outdoors)



Hamfest Venue – Outdoor Plan

Version 3
WA8EIH
06-Apr-25

Actions/Discussion

- Actions

- QSL Table – Steve WA8EIH - **Complete**
- ARRL Table – Steve WA8EIH - **Complete**
- SkyWarn? Joe (WA1ZZQ) to coordinate: **Jerry Stuckle (AI0K) will attend**
- WashCo Emergency Management: Joe visits to coordinate Tues 08-Apr
 - **WashCo EM not planning to attend but gave Joe some fliers**
- Forum - No speakers this year. Instead:
 - **ARRL Table**
 - **“Ask an Elmer” Table (beside ARA Table)**
 - **Announce & invite questions often over PA**
 - **Have handouts, from March Activities Meeting, & ARRL Brochures & ARA contact info**
 - **Lead at Table (Steve WA8EIH). Need on-call Elmer “Experts”**
- **Steve (WA8EIH) & Joe (WA1ZZQ) to coordinate remaining action items**