

NTRAK Show Superintendent Check List

Show: _____ Dates: _____

Show Superintendent: _____ Asst/Superintendent: _____

Introduction

Many NTRAK clubs have traditionally appointed a Show Superintendent to be the person in charge of all aspects of the Club's participation in a Train Show, Meet or Convention. This is done per show; there is normally not one person who handles all shows in a given year. Newer members may act as an assistant to the Show Superintendent as a method of training.

The Show Superintendent becomes the person most involved in ensuring the NTRAK layout happens successfully. He/she reports to the Club President and has a prime responsibility to keep members who will be participating in the show informed about all they need to know about participating in the show. He/she is responsible to take care of all the little details involved in a successful layout and show. The Show Superintendent may be assisted by an Assistant Superintendent and by the Digital Master.

The Appendix to this document provides details of the responsibilities of the Show Superintendent and his/her staff. It provides boxes to check off as tasks are completed and spaces to fill-in information as necessary, and any necessary additional information in the space to the right.

Specific Responsibilities

Following are the prime responsibilities of the Show Superintendent:

- **Interface with the host organization to determine:**
 - Dates, times, location, access
 - Space available to the club for NTRAK and/or T-TRAK layouts, including impediments to the space such as columns.
 - Electrical supply for the layout(s)
- **Interface with club members to determine:**
 - Member and module availability
 - Special module requirements (location, electrical, etc.)
 - Loading and towing of the club trailer
 - Transport arrangements for individually-owned modules
- **Based on module commitments and the available space, develop a layout plan showing the location of all modules. Several iterations of the plan may be required.**
 - When practical the DCC wiring plan should be added to the layout plan.

- The layout plan should be in a computer format that can be easily opened by all members and attendees (e.g. PDF).
- **Communicate with club members complete information about the show and the layout:**
 - Detailed schedule for the show including dates, days, times, event, notes
 - Times for trailer towing/meeting at storage shed, etc.
 - Building exact location and access point
 - Building access times.
 - Parking information for the venue
 - Layout setup times
 - Layout operating times (times show open to public)
 - Layout teardown time
 - Driving directions if there are any special requirements, such as routes, limitations, barriers, etc.
 - Final layout plan — it is recognized that on-site minor alterations may be needed, but major changes should not be required.
- **Prepare the Show Superintendent's Report**
 - Summary of the show.
 - Should be completed and posted to the club's web site within 48 hours of the end of the show.

Reference:

Checklist for Set-up Coordinators, John Steitz, The Call Board, Northern Virginia NTRAK, February 2005, p4.

NRMRC Publication: T-TRAK Show Operating Procedures

NRMRC Publication: Digital Master Check List

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Appendix

Detailed Tasks for the Show Superintendent

Initial Tasks

These are tasks that should be started immediately after the Club commits to a show and the Show Superintendent is appointed and completed at least a week prior to the show date. Place a check in the box when the task is complete.

- Identify the name and contact information of the host organization: _____
- Identify the exact address and building name or location _____
- If necessary, determine driving directions and route, with map, for members to reach the location. _____
- Identify the building entrance and route our members can use to load-in and load-out.: _____
- Determine if vehicles can be driven into building to load/unload _____
- Identify where can our members park during load-in/load-out: _____
- Identify where our members can park while the Show is operating: _____
- Determine the following:
 - The show dates: _____
 - The set-up date(s) and times: _____
 - The show operating hours each day: _____
 - The time to start tear-down: _____
 - The time we must be out of the building completely: _____
 - If any special ID badges are required from the host organization so club members can enter the venue: _____
 - The dimensions of the space we have for the layout (including stanchions and ropes): _____
 - Any obstructions inside the layout (posts, etc.): _____
 - If tables and chairs are available for inside the layout: _____
 - If the venue has any special requirement for skirts or tables outside the layout: _____
 - How electricity will be provided to the layout: _____
 - If the club is host, if there any Fire Marshall requirements (aisle width, electrical feeds in the layout): _____
 - If the Club will be paid to put on the layout or have to pay fees: _____
 - If the Club has to provide proof of liability insurance to the host or venue: _____

- If we are required to perform a clinic(s) during show hours, or if a clinic would be beneficial: _____
- If we are permitted to sell club and/or member merchandise at a table outside the layout: _____
- Inform members via email or at a Club meeting of the details above: _____
- Request module commitments from the members: _____

The Week of the Show

These are the tasks that must be completed in the week prior to the setup of the layout at the show.

- Ensure enough modules have been committed to fill the available space, or, as a minimum, to complete a loop _____
- Identify any spare modules available that could be substituted in case of a problem: _____
- Obtain contact information, including cell phone numbers for all those who are contributing modules: _____
- Confirm the necessary transport and members are lined up to move modules from their storage location to the show: _____
- Confirm some members are lined up as spare hands during set-up and/or tear-down: _____
- Finalize the layout diagram and email to members: _____
- Ensure the layout diagram includes locations for track power, DCC equipment, radio receivers and insulated joiners: _____
- Identify all modules that require 120VAC or low voltage (e.g. 16V) power: _____
- Determine the detailed plan for the order of set-up: _____
- Identify all equipment and supplies that must be transported from the Club's storage shed: _____
- Issue a detailed email to Club members providing complete information about the show, including schedule, set-up instructions, layout plan, etc.: _____
- Verify that the venue will be unlocked and accessible at the time of set-up: _____
- Identify a contingency plan for foul weather: _____

At the Time of Set-up

This is essentially the period from the start of set-up until the layout is complete prior to the show opening to the public.

- Ensure all modules for the layout have arrived prior to one hour before the show opens to the public: _____
- Provide assistance to any member needing it for unloading, hauling or setting up a module or equipment: _____
- Ensure spare hands are assigned to set-up club-owned modules and club equipment: _____
- Ensure all modules are pre-arranged in their approximate locations when set-up on their legs: _____
- Ensure all modules are leveled to 40" from floor to the top of the roadbed: _____

- Ensure modules are level from one to another or must height adjustments be made: _____
- Ensure all modules are properly clamped together: _____
- Ensure sufficient members are tasked with installing connecting tracks: _____
- Ensure all joiner tracks have been checked for alignment, proper insertion in rail joiners, ski jumps, length: _____
- Ensure insulated rail joiners have been correctly installed in the joiner tracks where designated: _____
- Ensure 120VAC electricity is connected to the layout and distributed around the layout: _____
- Ensure any 120VAC wires that can be "walked-over" are securely taped to the floor: _____
- Ensure all track and other bus cables are connected correctly, and multiple module sets are connected together: _____
- Ensure the DCC system has been set-up and powered-up correctly: _____
- Ensure the radio channel in the duplex radio transceivers has been set to the most idle channel: _____
- Ensure proper operation of the DCC system has been verified: _____
- Ensure a programming track and associated DCC control is available for operators: _____
- Ensure the Aristo throttles (if used) have been set-up correctly, with no overlapping channels and clear transmission around all parts of the layout: _____
- Ensure there are facilities available for cleaning locomotive and rolling stock wheels: _____
- Ensure skirting is up on the front of the modules: _____
- Ensure ropes and stanchions (if used) are set-up around the layout: _____
- Ensure Club signage is properly displayed: _____
- Ensure club brochures are set out on the layout or on a table in front of the layout: _____
- Ensure all tracks on the layout have been cleaned, both rail top and inside tops: _____
- Ensure all turnout points have been cleaned for proper operation: _____
- Ensure test trains have been successfully operated on all tracks on the layout: _____

During Layout Operations

This covers the time from the show opening to the public until the show closes to the public and tear-down begins.

- Ensure trains are running on all main lines (red/yellow/blue/green) during all show hours: _____
- Ensure all members who have brought modules have an opportunity to run trains: _____

- Ensure all members who assisted with set-up have an opportunity to run trains: _____
- Determine if members need any assistance or training on using DCC or smart phone throttles: _____
- Ensure there are members interacting with the public (inside or outside the layout) and preventing younger members of the public from damaging the layout or locomotives or rolling stock: _____
- Ensure there is still club literature available to the public throughout the show: _____
- Ensure questions from the public are answered correctly and helpfully: _____
- Determine if there is print or broadcast media in attendance: _____
- On multi-day shows ensure all layout control systems (DCC, Aristo, lighting) are powered-down correctly at night, and brought back up correctly the next morning: _____
- If venue or any part of the layout is not fully protected from weather ensure exposed modules and equipment are covered or otherwise protected _____
- Ensure problems with control systems are promptly rectified: _____
- Ensure any necessary or desirable pictures of the layout or modules are taken: _____

During Layout Tear-Down

This is the time from the end of railroad operations until the layout is dismantled, packed, and loaded into transport for the trip home.

- Ensure the layout area is secure during tear-down: _____
- Determine if electricity needs to be retained for power tools or other devices used for tear-downs: _____
- Ensure members have any needed assistance taking down, hauling or loading their modules or equipment: _____
- Ensure spare hands are assigned to tear-down club-owned modules and properly secure club equipment: _____
- Ensure all club property is returned to its proper storage container: _____
- Ensure all member-owned equipment is returned to its owner: _____
- Ensure all equipment and modules make it back to their assigned storage location: _____
- Assist any members needing directions home, or assistance unloading at the other end of the trip: _____

After the Show

As with almost everything we do, the "job" is not complete until the paperwork is finished.

- Write and issue the Show Superintendent's Report: _____
- Follow-up on any concerns with the venue that need to be resolved (such as payments): _____
- Write and issue any "Thank You" letters needed: _____
- Determine if this a venue the Club would want to do again: _____

The North Raleigh Model Railroad Club thanks you in advance for volunteering to be a Show Superintendent. With everyone sharing the burden of organizing layouts we can have better layouts and more fun with them.

Reference:

Checklist for Set-up Coordinators, John Steitz, The Call Board, Northern Virginia NTRAK, February 2005, p4.

NRMRC Publication: Show Operating Procedures

NRMRC Publication: Digital Master Check List

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