



## SEATTLE PACIFIC & EASTERN RAILROAD



### COORDINATOR ATTACHMENT

(To 4D HO Group Policy)

The Chairman appoints one or more Active Members as Coordinator for each Group activity such as show participation, special trips and work parties. A Coordinator is responsible for making all arrangements required to participate in the activity and, as required, to supervise and direct and coordinate the work required for the activity.

Most frequently, Coordinators will be involved with shows and, when acting as a show Coordinator, should follow the guidelines set forth below. Coordinators for other Group activities shall take responsibility to organize and complete the activity as may be required reasonably.

#### **PART ONE – SHOW COORDINATOR’S GUIDELINES.**

These guidelines have been prepared for members who are appointed as show Coordinators to outline the steps required to coordinate a show in a manner that, as experience has demonstrated, is most expeditious and efficient. These are recommended procedures which should be followed as circumstances permit.

#### **PART TWO – SHOW COORDINATOR’S GENERAL PRINCIPLES.**

A show Coordinator’s role thorough out the show from start of setup until takedown is completed is that of a supervisor who organizes, leads, makes decisions, directs and manages rather than assembles and operates. To this end, especially during setup and takedown, a Coordinator should manage the members who are present, plan and try to keep everyone following proper sequence of work, track progress of the work, and generally make sure that the process goes smoothly and correctly.

New members present at a show should be introduced. Inexperienced members should be assigned to work with experienced members.

It is recommended that at least two Active Members be appointed as Coordinators for a show to the extent possible. This will allow for them to divide the time required for proper observation of the progress of show work and provide the supervision, direction, and coordination needed to keep that work moving smoothly while giving each of them opportunity to be temporarily relieved of duties and to enjoy the show.



If only one Coordinator is appointed for the show, then at the show the appointed Coordinator should appoint another to act as a second alternate Coordinator.

### **PART THREE – SHOW COORDINATOR’S CHECKLIST AND GUIDE.**

**A. Before the Show Date.** (A Coordinator’s step by step guide and check list before the show date.)

1. Contact the organization holding the show and obtain details about participation, limitations, scheduling and requirements for admission to the show.
2. Advise the membership about details of the show.
3. Prepare and send out initial notice of the show to members and solicit responses from the members wishing to participate with modules and as helpers. It is recommended that the following be established and included in the notice:
  - a. A cut off dates for response to the notice and before which sign up for participation must be made.
  - b. The planned time to complete show set up for purpose of Group Policy Section 2.5 Failure to Appear.
  - c. Whether drop-ins will be permitted for the show.
  - d. Whether modules for the show may be excluded for quality under Group Policy Section 2.4.
  - e. Require that participants advise dates and hours the participant will be present during setup, show and takedown.
4. Decide whether there is sufficient membership interest in participating.
5. Keep members advised of progress about the show.
6. Prepare a layout plan and determine size of the layout.
7. Make the necessary application for the show and obtain confirmation if possible that the application has been accepted.
8. Arrange for necessary exhibitor passes for participating members.
9. Arrange and assign responsibility for Group equipment including arraignments for the trailer to be transported to and from the show.
10. When arrangements are complete, advise participating members about the details, including layout, times for set up, operations and takedown, parking facilities, access to show location, and

available overnight accommodations, if required.

**B During Setup At the Show.** (A guide during the setup.)

1. Be sure those present know who the Coordinators are.
2. Before the set up work is started, hold a meeting of those present and organize and assign work responsibilities to teams of two or more members. At least one of the team should be an experienced member. Before the team undertakes each part of the assigned work, the experienced member should act as team leader and be sure the other members understand how the work is to be done. Treat performance of the work as a learning experience so that more members can learn the procedures.
3. The Coordinator and experienced members of the teams should be observant so that helpers are not standing around idle because they do not know what to do or how to do it.
4. If the Coordinator has modules in the show, as soon as possible those modules should be set up on their legs and in the proper position with set jumper tracks and clamps on top and no more work should then be done on these modules. The Coordinator should go back to supervising set up and wait to finish setting up these modules last after the layout is put together.
5. Detailed instructions for procedures to set up a layout are contained a SETUP PLAN which is posted on the internet and a paper copy is in a white notebook which is kept with the Group equipment in the white drawer of the trailer. Coordinators should be familiar with and follow the SETUP PLAN to complete the set up for the show.

**C. During the Show.** (A guide during the show.)

1. Coordinators should be sure that one Coordinator, or the designated alternate, is present at all times during the show. In the case of long shows lasting more than a couple of days, no Coordinator need be present at all times while the show is on.
2. A Coordinator should avoid being distracted from observing operations of the layout. As much of the small repair work as possible should be delegated. A Coordinator should be available to provide instructions and assistance to members as necessary.
3. The Coordinator is responsible for seeing to the orderly operation of the layout and should feel free to take action consistent with the Group Policy and in the best interest of the Group to achieve that objective. See Part Four Group Policy.
4. The Coordinator should see that Guests are properly registered, that required Mentors are present with Guest and Members, and that the rules governing admission to and operation on the layout are complied with. See Part Four Group Policy.

5, Be sure that all present are introduced to each other.

**D. During Takedown.** (A guide during takedown.)

1. As in the case of setup, work of takedown should be assigned to teams with an experienced Active Member as the head of the team. Be sure that all present are introduced.
2. If appropriate, schedule the order of loading of Group and individual member equipment.
3. Parts of the layout as packed should be segregated to await transportation loading.
4. No member should leave the show before the Group equipment is loaded in the trailer unless the Coordinator gives prior permission.
5. If a member's equipment is loaded on transportation ready for removal, it should be moved out of the show location temporarily and that member return to assist in completing take down and loading of the trailer.
6. Detailed instructions for procedures to take down a layout loading the trailer are contained a TAKEDOWN PLAN which is posted on the internet and a paper copy is in a white notebook which is kept with the Group equipment in the white drawer of the trailer. Coordinators should be familiar with and follow the TAKEDOWN PLAN to complete the take down for the show.
7. After the show arrangements should be made to advise the member who is recording member participation of the names of members who were present and active during the setup, show and take down, when they were present and what they did.