

YOUNG EAGLES EVENT CHECKLIST

(Sample)

EVENT DATE: _____

Complete the Chapter Insurance for your event online at:

<http://www.eaa.org/apps/insurance/> **Two weeks in advance is required.**

Identify Pilots

Identify Ground Support

Equipment Packing List:

Computer

Printer

Power Supply

Computer Printer Cable, Mouse, Keyboard

Extension Cord

Registration forms

Certificates

Clip Boards (optional, but very useful)

Pens/Pencils/rubber bands/paperclips

Tables & Chairs

Extra Headset

Cushions for small children

Sick Sacks

Water & Cups