

Action Items List - PARC Field Day - 2026

Item No.	Origin Date	Action / Info	Originator	Task / Item Description	Comments	Field Day Yes = 1	Responsible Person Previous Activity	Responsible Person Next Activity	Current Forecast Complete Date	Actual Complete Date
1	15-Jul-21	Action	PARC mtg	Designate a Field Day / POTA chairperson			Al & David J.	David J.		
2	15-Jul-21	Action	PARC mtg	Make a Field Day list of things to do	That is this list. Edit the responsible names as required.			N/A See Comments		
3	22-Jul-22	Action	Al	Identify a scorekeeper to track and report the ARRL points for field day and POTA contests			Al M	Al M		
4	16-Jul-23	Action	Dave T, Cheryl, Al	Identify a photographer to take photos during the event			Rick M	Wayne E. Al M		
5				Take a picture of the room upon arrival and the information table			Rick M	Al M		
6				Make a map with directions to the Field Day site	Al M already has one made		Al M	Al M		
7	19-Feb-23	Action	Tom	Develop a schedule for radio operators	We will not use this			N/A		
8	15-Jul-21	Action	PARC mtg	Look for a facility that has Air Conditioning	Goose Creek Visitor Center Lab room			Cheryl M		
9	15-Jul-21	Action	PARC mtg	Look for a facility that has Indoor plumbing	Goose Creek Visitor Center			Cheryl M		
10	28-Jun-21	Action	Davey	Provide masking tape and Duct tape for the windows			Rick M	Davey J Wayne E		
11	9-Jun-23	Action	Scott	Provide "Swim Noodles" to seal windows for the cables entry through windows	Lab room has no windows that open, so new plan will have to be made			N/A		
12	28-Jun-21	Action	Davey	Provide a cover for the generator in case of rain	N/A- we will use battery power			N/A		
13	28-Jun-21	Action	Wayne	Provide hand tools – screwdrivers, diagonals, vise-grips, tape measure, etc.	Many will bring tools		Rick M	Various		
14	28-Jun-21	Action	Cheryl	Provide spray cleaner and towels	Cheryl M will supply		Cheryl M	Cheryl M		
15	28-Jun-21	Action	Cheryl	Provide hand sanitizer	Al Mullis will supply		Al M	Al M		
16	28-Jun-21	Action	Wayne	Provide ground rod(s)	Will not be used			N/A		
17	28-Jun-21	Action	Wayne	Provide lightning arrestors for coax to accept PL259	Wayne E will supply- if needed. Will disconnect coax in the event of storms		Wayne E	Wayne E		
18	28-Jun-21	Action	Davey	Provide generator and / or batteries, gas can, and funnel for filling generators	Wayne L will have a LiFePO4 Wayne E will have a lead-acid David J. LiFePO4		Rick M Wayne E Wayne L	Wayne L David J Wayne E		

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19	8-Jun-23	Action	Wayne	Provide solar panels to charge batteries			Rick M Wayne E	Wayne E		
20	28-Jun-21	Action	Davey	Provide battery powered drill and drill bit set			Rick M	Stan		
21	28-Jun-21	Action	Davey	Provide rug or runners to cover cables in walking area in the room	Davey J has these		Rick M Davey J	Davey J		
22	28-Jun-21	Action	Davey	Provide covers for cables that cross outdoor walking paths			Rick M Davey J	Davey J		
23	28-Jun-21	Action	Davey	Provide traffic cones to mark the cables that cross outdoor paths	In Storage building			David J AI M		
24	28-Jun-21	Action	Cheryl	Provide trash bags			Cheryl M	Cheryl M		
25	25-Jun-23	Action	Cheryl	Provide a broom and dustpan so wa can clean up behind ourselves			Cheryl M	Cheryl M		
26	28-Jun-21	Action	AI	Provide PARC signs that stick in ground	Tom K has these		Tom K	Tom K		
27	28-Jun-21	Action	AI	Provide PARC banner and posts to support the banners	Banners are in the storage room			David J AI M		
28	28-Jun-21	Action	Davey	Provide 100 foot 3/c No. 12 flexible extension cord			AI M and others	N/A		
29	28-Jun-21	Action	Davey	Provide minimum of eight folding tables for field day	Goose Creek has Tables		AI M David J	N/A		
30	11-Sep-21	Action	Davey	Provide minimum of one folding table for ARRL info	Same as above		AI M David J	N/A		
31	28-Jun-21	Action	Cheryl	Provide pens and paper for notes			Cheryl M	Cheryl M		
32	15-Jul-21	Action	PARC mtg	Create an antenna committee	AI M, Scott W, Wayne E, David J			See Comments		
33	28-Jun-21	Action	Wayne	Make a layout / map of the antenna install so we can review and improve if we return to the state park in the future			Wayne E.	Wayne E		
34	15-Jul-21	Action	PARC mtg	Provide "OFF" bug spray or equivalent			AI M	Stan G		
35	15-Jul-21	Action	PARC mtg	Provide ground rod driver	Not using ground rods		Davey J Wayne E	N/A		
36	15-Jul-21	Action	PARC mtg	Provide 10 LB sledge hammer			Rick M	N/A		
37	15-Jul-21	Action	PARC mtg	Provide fire extinguisher	Goose Creek has them		AI M	N/A		
38	15-Jul-21	Action	PARC mtg	Provide our own trash can	Goose Creek has them		N/A	N/A		

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39	16-Jun-22	Action	PARC mtg	Provide radios, tuners, etc.	Al M is bringing the clubs ICOM 7300, David J bringing clubs ICOM 7300		Al M Rick M Bill D	Al M David J		
40	16-Jun-22	Action	Davey	Provide external speakers				Stan G		
41	15-Jul-21	Action	PARC mtg	Provide Filters for the antennas	Club owns filters		Al M	Al M		
42	15-Jul-21	Action	PARC mtg	Provide a first Aid kit			Al M	Al M		
43	15-Jul-21	Action	PARC mtg	Provide Food and beverages for Lunch	Cheryl will coordinate		Cheryl M	Cheryl M		
44	16-Jun-22	Action	PARC mtg	Provide Food and beverages for Supper	Cheryl will coordinate		Cheryl M	Cheryl M		
45	15-Jul-21	Action	PARC mtg	Provide public promotion like WDN, Radio, etc.	Cheryl M will coordinate		Cheryl M	Cheryl M		
46	15-Jul-21	Action	PARC mtg	Provide head phones			Al M	Al M		
47	15-Jul-21	Action	PARC mtg	Provide splitters, barrel connectors, 1/4 to 1/8 adapters, 1/8 to 1/4 adapters	Ask all members to bring adapters		Several	Various		
48	15-Jul-21	Action	PARC mtg	Provide adapters (for headphones)	Same as above		Several	Various		
49	15-Jul-21	Action	PARC mtg	Provide paddles / keyer	CW operators should bring their preferred paddles		Al M	Al M Gary F		
50	15-Jul-21	Action	PARC mtg	Provide flashlights	This is important. Everyone who will be in the park after dark should have a flashlight because the parking lot after sundown is seriously dark...and the curbs are not visible without a flashlight.		Al M Rick M	Everyone		
51	15-Jul-21	Action	PARC mtg	Secure the radio equipment overnight if left unattended	A key to the area will be provided by GC		Al M	David J		
52	16-Jul-21	Action	PARC mtg	Set up the laptops for logging contacts (networking)			Al M	Wayne E Al M		
53	9-Oct-21	Action	Davey	Provide Wasp and Homet spray			Al M	Stan G		
54	9-Oct-21	Action	Davey	Provide air guns to launch antenna projectiles			Wayne E	Wayne E		
55	9-Oct-21	Action	Davey	Provide air compressor to charge the air gun			Wayne E	Wayne E		

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56	9-Oct-21	Action	Davey	Provide grill for cooking			Rick M	Cheryl M		
57	9-Oct-21	Action	Davey	Provide LP gas or charcoal for respective grills for cooking			Rick M	Cheryl M		
58	9-Oct-21	Action	Davey	Provide chairs when using the goose creek cabin			GC & Al M	N/A		
59	9-Oct-21	Action	Davey	When using a goose creek cabin, choose one near the rest room.			N/A	N/A		
60	16-Jun-22	Action	Davey	Provide coffee maker			Cheryl M	Stan G		
61	16-Jun-22	Action	Davey	Invite local dignitaries, council members, etc.			Cheryl M	Cheryl M		
62	16-Jun-22	Action	Davey	Provide sign up sheet			Cheryl M	Cheryl M		
63	16-Jun-22	Action	Davey	Provide educational material			Rick M	Cheryl M		
64	25-Jun-22	Action	Cheryl	Provide fly swatter and fly paper			Al M	Cheryl M		
65	25-Jun-22	Action	Davey	Provide felt tip pen for marking			Al M	Cheryl M		
66	25-Jun-22	Action	Davey	Provide marking tape or duct tape to identify the antennas			Al M	Davey J		
67	16-Oct-22	Action	Davey	Provide surveyor's tape for marking ropes and wires			Davey J	Davey J Al M		
68	16-Oct-22	Action	Cheryl	Provide toilet paper			N/A	N/A		
69	8-Jun-23	Action	Cheryl	Provide an educational activity. EG: GOTA			N/A	N/A		
70	8-Jun-23	Action	AL	Record and transcribe ARRL bulletin	Open		Open	Open		
71	8-Jun-23	Action	Gary	Provide display stand with brochures, provide visitors table				Cheryl M		
72	8-Jun-23	Action	Gary	Provide comfortable yard chairs	Each person should provide their own outdoor chair if desired.			All		
73	8-Jun-23	Action	Gary	Invite scouts			Rick M Cheryl M	Sam		
74	8-Jun-23	Action	Marvin	Provide ice for coolers			Rick M	Cheryl M		

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76	30-Jun-25	Action	Davey	For Goose Creek - Provide insulation board 3"x 84: to seal the back door when cables are routed through the doorway.	30jun25-Davey: See photos and board spec in photo tab		Davey J	Davey J		
77	30-Jun-25	Action	Davey	For Goose Creek -Provide short ladder or two step to reach top of door to install door seal across top of the door.	30jun25-Davey: See photos and board spec in photo tab		Davey J	Davey J		
78	30-Jun-25	Action	Davey	For Goose Creek -block of wood approx 2x4x4 to place at door bottom to keep the door that opes from crushing the cables.	30jun25-Davey: See photos and board spec in photo tab		Davey J	Davey J		
79	30-Jun-25	Action	Davey	Provide Windex or Glass Plus for wiping down surfaces that we mess up.			Davey J.	Davey J.		
80	10-Jul-25	Action	Cheryl	Provide tablecloth			Cheryl M	Cheryl M		
81	10-Jul-25	Action	Cheryl	Provide scissors			Davey J	Davey J		
82	10-Jul-25	Action	Cheryl	Provide dish detergent for washing dishes, etc.			Davey J	Davey J		
83	10-Jul-25	Action	Cheryl	Take a group picture			Wayne E	Wayne E		
84	10-Jul-25	Action	Cheryl	Plan the layout of the room	Same as 2025		Al M	David J		
85	10-Jun-26	Action	David J	Provide Power Strips			N/A	Bob S		
85	10-Jul-25	Action	Kim	Identify the location of 120 volt outlets and plan for extension cords as required.			Al M	David J		

Item No.	<u>ARRL Field Day Safety Officer Checklist</u>	Yes / No	Comments
1	To qualify for the 100-point Safety Officer bonus (for Class A stations), a group must appoint a qualified person/s who are present at their site from the beginning of set-up until the end of break-down. This form is NOT intended to be all inclusive. The Safety Officer/s certify by submitting this form that due diligence was made to provide a safe operation		
2	Safety Officer/s or qualified designated assistant/s was on site for the duration of the event.		
3	Fuel for generator properly stored.		
4	Fire extinguisher on hand and appropriately located.		
5	First Aid kit on hand.		
6	First Aid - CPR - AED versed else trained participant/s on site for full Field Day period.		
7	Access to NWS alerts to monitor for inclement weather.		
8	Tent stakes properly installed and marked.		
9	Temporary antenna structures properly secured and marked.		
10	Site secured from tripping hazards.		
11	Site is set up in a neat and orderly manner to reduce hazards.		
12	Stations and equipment properly grounded.		
13	Access to a means to contact police/fire/rescue if needed.		
14	Safety Officer is designated point of contact for public safety officials.		
15	Minimize risks and control hazards to ensure no injuries to public.		
16	As necessary, monitoring participants for hydration and ensuring an adequate water supply is available.		

Door Seal at Goose Creek. Lowes R-0.75-in x 4-ft x 8-ft Expanded polystyrene

Item #15355 | Model #389697 \$13.88. 1 strip 3"x 84" + small poly triangle at top of door. Small 2x4x4 block at bottom to keep door from crushing cables. Cables run on top of the 2x4 block. Block is vertical so door opening is held to 2 inches (not 4 inches) Blue painters tape 1.88" wide holds tight with easy cleanup. The 3" wide strip is taped to the door that remains closed with tape on both sides of the poly strip. The blue tape also holds the 2x4 block in place. The poly strip can stay in place overnight when the cables are removed so the door will close. The door will close without removing the 3" wide poly strip.







