VATPHIL Events Checklist

Version 1.2 – November 6, 2018

Distribution and Scope

This document outlines the checklist of VATPHIL Fly-In event for VATPHIL Staff use with the involvement of the VATPHIL Events Director

Amendment History

Version	Author	Date	Affected Pages	Changes
1.1	Jasiel Espinosa	November 6, 2018	All	Initial Release

Checklist Flow

NOTE: Planning must be conducted more than 2 weeks and spare days from the date of the event. "The event must be posted in the Fly-in Notices forum NO LESS than 14 days before the event". Reference: https://forums.vatsim.net/viewtopic.php?f=17&t=75917 Notify the staff for pre-event planning.

1) Event planning
   a. Decision Event Date
   b. Drafting of Event Details (Selective sub-items in item 2)
   c. Staff Decision
   d. Air traffic controllers availability

2) Establish event details
   -These are the items that should be considered for the event proposal
   a. Date of event
   b. Airport route/s
   c. Title of Event
   d. Description of event/rubrics
   e. Charts
   f. Flight Simulator Scenery repository links (optional)
   g. Other necessary links (optional)

3) Pre-publication of Event
   a. Event poster/image
   b. Prefer at https://forums.vatsim.net/viewtopic.php?f=17&t=73575 for the arrangement of event details with the prescribed format.

4) Notify the staff
   -Inform the staff of the event details and poster. If final decisions are made from the staff/representatives and sufficient to man the air traffic control positions, notify the VATPHIL staff when ready to publish the event including the final details to made aware in case of any changes during the pre-publishing of event

5) Event Publishing
   a. A. Upload event poster/image for online sharing. Use image hosting sites like https://imgur.com/, https://imgbb.com, etc.
   b. Post event on VATME HQ https://hq.vatme.net/event/create
   c. Post event on VATSIM Forums https://forums.vatsim.net/viewforum.php?f=17
      -The event details should be arranged with the following format given at https://forums.vatsim.net/viewtopic.php?f=17&t=73575. Other instructions are also included
      i. Check a reply in VATSIM forums where the event is posted. A reply should contain the link of the event published on VATSIM Events Calendar at https://www.vatsim.net/events. It will take time for a VATSIM board representative to reply. If replied, retrieve the link given and re-update the

event description which includes the link of the event from VATSIM Events Calendar.

    d. Post event on VATPHIL Events https://vatphil.com/admin/events/list

6) Event public sharing

    -Include any of the sites from:

- VATSIM Events
- VATPHIL (https://vatphil.com/events)
- VATSIM Forums
- VATSIM HQ

    a. Notify the staff

    b. Share the event on main communication hub/s (Discord, TeamSpeak, etc.)

    c. Sharing to other social networking sites

      -See https://forums.vatsim.net/viewtopic.php?f=17&t=75917 for more details