

Event Director Basic Instructions

These instructions are provided to the ED along with the Top Gun standard form Task Sheet. These instructions are to serve as a basic checklist for the ED in organizing and conducting the event. The Club welcomes any feedback from the ED for items to add or modify to help ensure that we have safe and enjoyable flying events.

- For set targets, please ensure that you select targets from the Top Gun approved target list. This list is available via a link on the Top Gun Website Documents page under Event Director Information <https://www.topgunballooning.org/documents>. In all cases coordinate with Dave Bagley, at least 5 days prior to the event to ensure target locations are identified, accessible, and able to be adequately set up and staffed.
- Once the tasks have been determined, the ED should send the Task sheet to the Chief Scorer, Andi, anubis777@gmail.com, at least 3-4 days in advance of the event, so she can set up the event in Watch Me Fly. If the target coordinates change before the event, the coordinates in Watch Me Fly can be easily updated prior and up to the morning of the event. For the purpose of notifying the FSDO of the event locations as provided in the Top Gun waiver, send a copy of the task sheet to the Club Secretary, Collin, at cmclung@topgunballooning.org 48 to 72 hours prior to the event.
- Update the ED, Chief Measurer, and Safety Officer contact information at the bottom of the Task sheet. Update the Control Point for the event.

Flight Day

- **Important!** Plan to arrive for the briefing at least 30 minutes prior to the Official Start of the briefing. This allows for any last-minute updates or changes to the tasks, weather assessments, etc. Additionally, this also allows time for the Chief Scorer to finalize and make the flight live in Watch Me Fly. Prior to briefing, please ensure a hard copy of the Task sheet is printed and made available to all participating pilots.
- Identify who will present weather at the briefing. Weather may be presented by the ED.
- During briefing, please read and cover all information printed on the Task sheet, including that the pilots must complete the online Crew COU. A link is on the home page of our website. **Be sure to thoroughly brief the section regarding allowed minimum altitudes printed on page 2. These are requirements of our waiver.**
- As provided in our waiver, the Event Director shall notify the Albuquerque ATCT by calling (505) 856-4935 thirty (30) minutes prior to the launch. The Event Director shall inform the Albuquerque ATCT of the number of balloons that are expected to launch and the anticipated direction of flight. If it appears the path of flight will take the pilots near or into KAEG (Double Eagle) Class D airspace, also notify the KAEG tower at (505) 352-5595. These calls are required by our waiver; however, the good part is that they only take a few moments.
- Event Directors must be physically present to conduct the event. and must be physically present after competition and available to the Scorers, at a minimum until all loggers have been downloaded and reviewed. Event Directors are encouraged to appoint an Assistant ED. This

creates a great opportunity for those interested in learning and being mentored to become a Top Gun Event Director in the future.

Thank you for being a Top Gun Event Director!