



The Aeromodellers Association (Scotland) Ltd.
trading as the

SCOTTISH AEROMODELLERS ASSOCIATION

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SAA Display Checklist





Issue No.	Change Description	Amended by and Signed	Date
Draft	Original document produced for saa display checklist	Bob Lemm	22/06/2022
Issue 1.0	Document for Release	Bob Lemm	24/06/2022



DISPLAY CHECKLIST

The checklist below should help you to ensure that you haven't forgotten anything in the planning of your display.

You may find it useful to utilise the sheet from the start of the planning and organising until the event itself, you should end up with a full tick list before the day of the display, just tick the N/A box for anything that isn't relevant to your event.

Notes can be inserted where you see --

Initial

- | | | |
|--|--------------------------|--------------------------|
| <ul style="list-style-type: none"> • Venue agreed/booked | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • Agreements signed | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • FDD appointed | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • Risk Assessment Completed | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • SAA Public Display Permit obtained | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • Nearby clubs notified | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • NOTAM applied for | <input type="checkbox"/> | <input type="checkbox"/> |
| -- | | |
| -- | | |
| <ul style="list-style-type: none"> • SAA Event Calendar Notified | <input type="checkbox"/> | <input type="checkbox"/> |



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Yes / NA

- Publicity Organised

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- Pilots recruited

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Secondary

- FLD appointed

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- FLM(s) appointed

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- Scrutineer(s) appointed

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- Transmitter Impound staff appointed

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- Full size Liaison appointed

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- Emergency Liaison appointed



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Yes / NA

- Pilots/aircraft booked in

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- Site layout established

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- Full size manned aircraft activity booked

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- Full size manned aircraft activity notified

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- Pilot/aircraft information forms sent

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- First aid cover organised

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- Toilet facilities booked

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- Commentary/PA booked

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Yes / NA



- Catering organised

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- Car parking established

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Final

- Commentary brief sheets produced

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- Passes dispatched

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- Event access/exit clarified

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- Organising team briefed

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Notes

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