VK4WIL
Lockyer Valley Radio and Electronic Club Inc.

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VK100WIA

<u>Planning Document</u>

100 YEARS

The special event callsign VK100WIA will be issued to the WIA for the period 1 May 2010 to 31 October 2010 subject to a special condition requiring the WIA to provide ACMA with a schedule setting out the date, location and name of each club using the callsign for the period 1 June 2010 to 31 October 2010. The special event callsign VK100WIA will be used by many clubs around Australia and they are being encouraged to do so in conjunction with a public event.

http://www.wia.org.au/newsevents/centenary/vk100wiaRoster/

19th August – changes were made to some pages

VK4WIL

Lockyer Valley Radio and Electronic Club Inc.

VK100WIA 100 Years Celebrations. LVR&EC Saturday August 21st through 23rd 2010

ADMINISTRATION

TO DO	WHO?	DONE
Acquire suitable venue	VK4SN	√
Book Venue	VK4SN	√
Update WIA Website with requested information	VK4SN	√
Inserted in councils Calendar of Events	VK4SN	√
Confirm usage of existing PC's is allowed	VK4SN	√
Make power point presentations on club activities etc	VK4SN	√
Make "A" Frames for posters opposite car park	VK4SN	3/4/10
Make Posters for positions and computer monitors	VK4SN	10/5/10
Print club membership forms	VK4SN	10/5/10
Visitors Book	VK4FKEZ	10/5/10
Purchase materials for posters etc.	VK4FKEZ	10/5/10
Supply pens and note paper, BLUTAK	VK4FKEZ	10/5/10
Invite local scout group – sausage sizzle etc.	VK4SN	24/5/10
Checked software is on pc for ppoint presentations	VK4SN	27/6/10
Print Log Pages (in case web logging fails)	VK4SN	27/6/10
Have members rostered so we have a min of 4 ops on site	MBR input	24/5/10
Put our operating frequency on the website – Live update!	SN / KHP	**LIVE**
Install and test gear before Saturday (remove PC/Radio overnight)	As many as Pos.	
S'Sizzle - Laidley Scouts Saturday, G'Grove Scouts on Sunday	CONFIRMED	27/7/10
Confirm internet access and passwords if required	*VK4SN*	*EMAILED 28/6/10*
Get key for access – Friday 20th Before 2pm	*VK4SN*	
Publicity finalised by AUGUST 13th		
SPONSORS		
Lockyer Hotel, Forest Hill	Meal Voucher	2 x wines
Coffee Club, Plainland.	Door Prizes	VIP mbrships
Forest Hill News	Raffle Tickets	
Alan Shannon Computers & Cabling	3 sets of Laptop Speakers	photo key ring
Laidley & Glenore Grove Scouts	Sausage Sizzle	
Vertex Standard – Yaesu	Posters	

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PUBLICITY

TO DO	WHO?	To be done by/on	DONE
Obtain WIA Posters	VK4KML	28/6/10	√
Notify 949 FM and Gatton radio station	VK4KHP	Fri 13 Aug	3/8/10
Notify DDB FM in Toowoomba			
Channel 7 received media release and is at Head Office Brisbane. Will appear on community notice board each day for 3 weeks	VK4SN	done	22/7/10
WIN TV received media release. Will appear at 11:30am and 3:28 pm on community announcements in the week leading to the event	VK4KHP	done	27/7/10
Put posters up in shopping centers and shop notice boards	VK4KML	Mon 9 Aug	27/7/10
Notify Gatton Star Community Notices Insertion	VK4KHP	Fri 6 Aug	31/7/10
Advert in Info Center at Esk	VK4JAC	Fri 6 Aug	31/7/10
Media Release for newspapers SENT & COMPLETE	VK4KHP	Fri 6 Aug	27/7/10
Print club brochures	VK4SN/KHP	done	25/5/10
Obtain WIA Brochures - being sent 8 weeks b4. (Arrived 25/5/100	committee	done	25/5/10
Advertise on WIA News	VK4SN	Mon 9 Aug	9/8/10
Invite local AR Clubs. eg DDRC, Dalby	VK4FKEZ	Mon 2 Aug	31/7/10
Invite relevant councilors	VK4FKEZ	Mon 2 Aug	11/7/10
CONTACT Channel 7 and WIN	VK4SN	ch7 15Jul	31/7/10
ON THE DAY			
Club Activities PowerPoint presentation on PC		Fri 20 Aug	
Install Echolink on PC		Fri 20 Aug	
Install HRD on PC. Satellite tracking demo – HRD or Orbitron tracking		Fri 20 Aug	
Install RSGB demo on PC		Fri 20 Aug	
Show DX Cluster on PC		Sat 21 Aug	
Display posters, hand outs, Foundation Manuals.		Sat 21 Aug	
Professional Photographer	VK4MN		

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POSTERS

Information posters will be made for use as advertising and for in-house displays to explain what each position is.

Poster	Made by	Done
CW / PSK31 Position	VK4SN	10/5/10
Orbitron Satellite tracking running on PC	VK4SN	10/5/10
VK Logger running on PC	VK4SN	10/5/10
PowerPoint show displaying clubs activities	VK4SN	10/5/10
DX Cluster running on PC	VK4SN	10/5/10
A4 Posters to stick on PC monitors used for demos / PowerPoint	VK4SN	28/6/10
2 Mtr VX / SSTV / Echolink Position	VK4KHP	28/6/10
ATV Demo	VK4KHP	3/8/10
What it costs to become involved	VK4KHP	3/8/10
SSB HF Position	VK4SN	10/5/10
QSL Card Display	VK4KML	3/8/10

Posters and brochures on display on the day

1. Club Brochures
2. WIA Brochures
3. WIA Posters
4. Club membership application
5. Foundation licence manuals
6. Donations Jar
7. QSL Cards
8. Yaesu posters supplied by Vertex

Places that are displaying our posters.

PLACE	QTY	SIZE	DONE
FOREST HILL			
Forest Hill Post Office	1	A4 & **A1**	6/8/10
Forest Hill News Agency	1	A4	6/8/10
Glenore Grove Store	1	A4	3/8/10
Van Ansems Garage	1	A4	6/8/10
LAIDLEY			
Laidley Youth Center	1	**A1**	6/8/10
Laidley Post Office	200	A5	3/8/10
Laidley Shire Community Care Assn	1	A4	3/8/10
Laidley - Goodwin Store Hardware	1	**A1**	4/8/10
Laidley Library	1 + 2	A4 + **A1**	4/8/10
Laidley News Agency	1	**A1**	4/8/10
Waynes World	1	A4	4/8/10
Blue Care	1	A4	4/8/10
Ray Bachman Real Estate	1	A4	4/8/10
Mall Café Laidley	1	A4	4/8/10
Optometrist	1	A4	4/8/10
IGA Supermarket	1	A4	4/8/10
Laidley Fire Station	1	A4	4/8/10
Lowood Fire Station	1	A4	4/8/10
Delish Restaurant Laidley	1	A4	4/8/10
Plainland Information Center	1	**A1**	3/8/10
Plainland - McCammon Café (Near Wollies)	2	**A1**	4/8/10
Kathies Treasurers	1 + 2	**A1** + A4	6/8/10
Laidley Council	1	A4	6/8/10
Laidley Police Station	1	A4	6/8/10
GATTON			
Gatton Police Station	1	A4	6/8/10
Gatton News Agency	1	A4	6/8/10
Gatton Plaza Medical Center	1	**A1**	6/8/10
Barber shops x 2	2	A4	6/8/10
Baker shop	1	A4	6/8/10
Salvation Army (op shop)	1	A4	6/8/10
Commonwealth Bank	2	A4	6/8/10
Gatton Real Estate	1	A4	6/8/10
Gatton Auto Pro	1	A4	6/8/10
Mitre 10	1	A4	6/8/10
Shoes R Us	1	A4	6/8/10
Betta Electrical	1	A4	6/8/10
RSL	1	A4	6/8/10
Adda Op Shop	1	A4	6/8/10
BP Gatton	1	A4	6/8/10
Plaza Medical Clinic	1	**A1**	6/8/10
OUTER AREA			
Esk Information Center	1	A4	3/8/10
Kilcoy Information Center	1	A4	3/8/10
Fernvale Center	1	A4	3/8/10

246 posters

WEEKEND ROSTER

More relief ops required. Please feel free to volunteer. This list is a GUIDE ONLY.

Required	Saturday AM	Saturday PM	Sunday AM	Sunday PM
Welcome persons	FJ	KML	FJ	KML
	KML / FKEZ	FKEZ	KML / FKEZ	FKEZ
SSB HF OP	BYX	BYX	BYX	BYX
	KML	KML	KML	KML
CW/PSK OP	SN	SN	SN	SN
	DZ	DZ	DZ	DZ
2mtr VX / Slow Scan OP	KHP	KHP	KHP	KHP
	FJ	FJ	FJ	FJ

Roster is a guide only, there will be plenty of people available to swap and have breaks & greet visitors

MONDAY 23rd ROSTER (Saturday night – from center?)

Members are welcome to book use of the VK100WIA callsign. Pick a spot below.

Band	Sunday Night SSB	CW	PSK	Monday Morning SSB	CW	PSK	Monday Afternoon SSB	CW	PSK	Monday Night SSB	CW	PSK
160		SN									SN	
80		SN								KML	SN	
40	BYX	SN	DZ		SN		BYX				SN	DZ
20		SN	DZ	KML	SN	DZ	KML	SN	DZ			DZ
15	FJ							SN	DZ	FJ		
10								SN				
WARC												

Working Ops should keep in touch via the repeater so immediate changes can be made to the website and DX Cluster.

SSB HF POSITION

This position organised by Bob, VK4BYX.

- 240 volt HF transceiver & mike
- Manual antenna tuner, coax or parallel feed
- Two x 240 V AC to 12 V regulated power supply 5 amps
- Iambic paddle & electronic keyer
- Enough wire for a decent antenna.
- RG213 coax & various short lengths with PL259
- Coax links between rig & tuner etc
- Remote 4 position coax switch. Uses coax for control signal. No high SWR through this switch box!
- XP Laptop & power supply. XP printer if needed

Installation date at Youth Center: **Afternoon of Friday the 20th August**............

Helpers for installation: SN, DZ, BYX, and FJ, KHP, FKEZ (After work) ....

Operators:

Saturday: VK4BYX, + Anyone else wanting a go...

Sunday:...

CW / PSK31 / SSTV HF POSITION

This position organised by Al, VK4SN, and Graeme, VK4DZ.

Radio supplied by: VK4SN...

Power Supply supplied by: VK4SN...

Coax Supplied by: VK4SN ....

Antenna type: Trapped 5 band vertical mounted on roof. ....

Antenna Supplied by: VK4SN ....

Computer / Laptop Supplied by VK4SN...

Interface Unit Supplied by VK4SN ....

Installation date at Youth Center: **Afternoon of Friday the 20th August**.

Helpers for installation: SN, DZ, BYX, and FJ, KHP, FKEZ (After work)..............

Operators:

Saturday: VK4DZ, VK4SN + Anyone else wanting a go ....

Sunday: VK4DZ, VK4SN + Anyone else wanting a go....................................

2MTRS VOICE / ECHOLINK

This position organised by Peter VK4KHP.

Radio supplied by: Alan, VK4SN. Icom 281H ....

Power Supply supplied by: Al VK4SN. PS30 ....

Coax Supplied by: Al VK4SN...

Antenna type: 5/8 on Magnetic base on Roof ....

Antenna Supplied by: Al VK4SN. ....

Computer / Laptop Supplied by : Peter VK4KHP ....

Interface Unit Supplied by - NIL ....

Installation date at Youth Center: **Afternoon of Friday the 20th August**............

Helpers for installation: SN, DZ, BYX, and FJ, KHP, FKEZ (After work)..............

Operators:

Saturday: VK4KHP, SN + Anyone else wanting a go ....

Sunday: VK4KHP, SN + Anyone else wanting a go......................................

ATV Demonstration

ATV XMTR supplied by: Peter, VK4KHP

TV supplied by: (At the Youth Center)

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Peter will be running live ATV of the event and will be shown on TV at the center, and if at all possible, recorded on the video..

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Installation date at Youth Center: **Afternoon of Friday the 20th August**............

Helpers for installation: ....

Operators:

Saturday: Anyone, but this may be a static demo..

Sunday:..

PRE-INSTALLATION ROSTER

Youth Center

<u>Pre-Installation</u>

Date: **Afternoon of Friday the 20ᵗʰ August** ....

Key Getter: VK4SN, on Friday 20ᵗʰ, <u>before</u> 2PM from the Community Center

as the center will be closed after 2pm. ....

Installers: SN, DZ, BYX, and FJ, KHP, FKEZ (After work) ....

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Reminders…

Al, SN to bring Extension ladder, antenna mount, roof screws, and battery drill, to install vertical. Also HRD, ECHOLINK software to install on PC's.. ....

Bob, BYX to bring sling shot for putting up wire antenna in trees. ....

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RISK ASSESSMENT

Identified Risk	Impact On Project	Responsibility	Solution
Rain	Critical		Run from Car mobiles due to wet roof. Ground mount HF Vertical
Antenna Installation	Critical	Members	Comply with relevant OH&S standards while installation takes place. Use known working antennas in similar mounting arrangements
Radio and coax Installation	Critical	Members	Use only pre tested and proven equipment. Have available in July.
Member availability	Critical	Members	Members do not need to be there 24/7, but need to be rostered to keep minimum numbers present.
Computer failure	Medium	Members	Use only equipment you have used and proven to work. Have relevant software loaded and tested.
Internet failure or lack of.	Low	Laidley Shire Community Care Association	Check availability, usage rules and any passwords required. Have log pages available in case internet fails.
Break-In	Low	Members	Remove any Radios and Laptops and take home. Return with following day.
Power Failure	Low		Laptops will continue to run. 2mtr gear could be backed up by UPS. Demo computers backed up by UPS if desired.