

Preparing to be part of a communications team for a public event.

- 1) What you need to know from communications team coordinator
 - a) Date, time, and location of event
 - i) Purpose of the event
 - (1) Raise money for a charity
 - (2) Awareness of physical fitness, health, medical issues
 - (3) Assist with parade
 - (4) Marathon events
 - ii) Purpose of ham radio presence
 - (1) The ham radio job
 - (a) Work with event officials to help carry out mission of event
 - (b) Usually communications
 - (2) What is expected of radio operators
 - (a) Be aware of environment and infrastructure
 - (i) Monitor participant safety
 - (ii) Report problems
 - (b) Not law enforcement
 - (c) Not medical responders
 - b) Location of your station, and time to report
 - i) Who do you report to
 - ii) Know your location on event map
 - c) Communications plan
 - i) Frequencies used for event
 - (1) Repeater frequency
 - (a) Repeater location
 - (2) Simplex frequency
 - ii) Communications protocols
 - (1) Tactical call signs
 - (2) Net protocols
 - (a) Directed net
 - (i) Nature of traffic to pass
 - (ii) Any protocols related to passing traffic
 - (b) Emergency procedures
 - (i) Know when to call 911
- 2) Being a responsible member of the communications team
 - a) Be on station at the appointed time
 - i) Know where you are going and how long to get there
 - ii) Check out travel and parking issues ahead of time
 - (1) Be aware of street closures
 - (2) If you will use your vehicle's mobile radio be sure the vehicle can be parked at your assigned location
 - (3) If you do not need the vehicle at your location allow for travel and parking time so you will be on time at your location

- (4) Notify coordinator of time and other constraints (leave early, come late, unable to stand for long time)
 - b) Be prepared to operate before arriving at your location for the event
 - i) Set up radio ahead of time
 - c) Know your radio and how to operate it
 - i) Get friendly with your radio and it's manual
 - ii) Prepare the kit that goes to the event
 - (1) Radio manual for unexpected changes
 - (a) Know how to make manual radio changes in the field
 - (2) Cheat sheets
 - (3) Equipment to overcome noise
 - (a) Speaker mike
 - (b) Headphones
 - (4) Equipment necessary to operate hands-free
 - d) Set frequencies
 - i) Repeater operation
 - (1) VFO variable frequency oscillator/Memory settings
 - (2) Offset +/- 600—many radios set the offset automatically
 - (a) Receive & transmit frequencies
 - (i) Positive offset
 - 1. 147.24 receive
 - 2. 147.84 transmit
 - (ii) Negative offset
 - 1. 146.84 receive
 - 2. 146.24 transmit
 - (b) Sub audible, CTCSS, & PL tones
 - (i) Usually menu controlled in radio
 - (3) Power
 - (a) Sometimes low power isn't enough
 - (b) Be sure batteries are charged
 - (c) Carry extra batteries
 - ii) Simplex operation
 - (1) After repeater frequency is in memory use VFO for simplex frequency
 - iii) Set key lock
 - (1) Prevents making inadvertent changes while in the field
 - (2) Less likely to un-do settings for event
 - (3) Do not use VOX operation
 - (4) Watch for an open mike
- 3) Attire
 - a) Be prepared for weather
 - i) Jacket(s)
 - ii) Umbrella
 - iii) Sun screen
 - b) Volunteer T-Shirt or other event-specific attire

- c) Vest for visibility
- 4) Etc.
 - a) Water, food, medication
 - b) Chair, blanket
 - c) Know location of food, water, and restroom facilities
- 5) Relax and have fun
 - a) Be prepared & be flexible
 - b) Enjoy the event