

# YOUNG EAGLES EVENT CHECKLIST

(Sample)

EVENT DATE: \_\_\_\_\_

FAX Chapter/Squadron Young Eagles Rally Notice Form to Chapter Insurance Dept:  
**FAX# (920) 426-6560 2 weeks prior to the event.**

Identify Pilots

Identify Ground Support

Equipment Packing List:

- Computer
- Printer
- Power Supply
- Computer Printer Cable, Mouse, Keyboard
- Extension Cord
- Registration forms
- Certificates
- Clip Boards (optional, but very useful)
- Pens/Pencils/rubber bands/paperclips
- Tables & Chairs
- Extra Headset
- Cushions for small children
- Barf Bags
- Water & Cups