

National Range Day 2024

To be completed before June 1st

Who to do?

Advertising	
Set up online registration	
Assemble Picnic Tables	
Have propane tanks refilled from Work Detail	
Build shooting tables for pistol bays	
Clean and check paper on FSSI toilets	
Remind Boomer to bring his cash box	

Day before the event:

Set up barrier fencing	
Screw outdoor carpet to bench tops	
Set up security barrier for Pistol Bays	
Pick up the BBQ	
Meet JTR with toilets and wash station	
Make sure lane markers and target rubbers are in good shape	
Pick up food for BBQ	

Day of the Event:

Set up tent for selling tickets, sign, tables, chairs, waivers, clip boards, tickets, pens & markers	
Set up cash box for registration table	
Set up cash box for extra tickets with Fran	
Set up tents for food and refreshments	
Set up tent for Instructor Group, signs, table, chairs	
Hang up Support Banner	
Hand out safety vests	
Issue paper punches and clip boards to all RSO to punch tickets	
Bring over 2 throwers, clays, batteries and push buttons	
Set up smoking area sign and move ash tray	
Set up shotguns and ammo in cage	
Set up rifles on 25/50 yard line	
Put out rifle rests on 25/50 yard line	
Set out paper targets on 25/50 yard line	
Set out paper targets in Pistol Bay	
Set out traffic cones for directing traffic	
Distribute ammo to various stations.	
Clean up	