

Planning a Ham Education Event

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For some, ham education ends with the license.

Others see the license as the start of life-long learning

Each of us want/need different learning experiences

Event types

- Get on the Air session (30-90 minutes)
- Single focus seminar (variable)
- Ham Basics (multiple period mix of classes)
- Multi-day program

Key Event planning tasks

- Pick a tentative date
- Arrange for a venue
- Change the date if necessary
- Invite speakers
- Change the date if necessary
- Advertise the event

Venue

- Location
 - Large enough for the expected audience
 - Fits the program format
 - Single large lecture area
 - Multiple classrooms
 - Mixed
 - Consider cost
 - Some venues require some date flexibility

Venue ideas

- Community rooms
- Schools
- Churches
- Veterans Halls

- Other ideas?

- Depending on your available venue, you may need to change your program format

Program

- Decide on your program goal(s)
- Design a program that meets the purpose(s)
 - Teach basics
 - Teach a specific subject (such as operations or antennas)

Program Formats

- Single session
 - Single speaker
 - Multiple speakers in succession
- Multiple classes
 - Just start classes, or general session first
 - Present each class once, or repeat some classes

Speakers

- Quality speakers make the program
- Choose the number of speakers to meet your goals

- Solicit speakers
- Invite speakers
- Speak yourself

Logistics

- Building
 - Opening
 - Closing
 - Possibly security
- Setup and Takedown
- Snacks?
- Equipment

Publicity

- Club newsletter
- Talk about the event
- Send emails to prospective attendees
- Send emails to surrounding clubs (if open)

- Advertise in sufficient time for people to make plans

Last words

- Present the program
- Learn from your experiences
- Start planning the next event
- Your ideas?