

Abbreviated Planning Timeline and Checklist

January 13, 2026

(This timeline/checklist is a summary of the planning process. An expanded version in the same format, but containing more detail, follows. *Italicized* words indicate specific forms or documents.)

November and December (or earlier!) – identify the Fly-in event you are planning and its location. New locations are ideal but past venues are also options. Notify the Fly-in committee chairman of your selected date but **not the location**! That date will be yours alone. Keep the location secret so no one knows until it is revealed at the January Fly-in planning meeting.

January – the big reveal! Make a presentation of your event at the January meeting. The Fly-in will then be placed on our event calendar.

Before January 20 – following the planning meeting, you will write a short paragraph summarizing your event that the Fly-in committee chairman will send to the Flight Lines (FL) editor for publication in the February issue and to the webmaster for the website. By early February, all CPA members will know our planned events for the year, and some will begin contacting you.

Three months before your event – the chairman will submit a brief reminder article to the FL editor about your event.

Two months before your event – submit to the Fly-in committee chairman a detailed *Flyer*. This is an article containing specifics of your trip -- registration cost, schedule, hotel information etc. After any needed changes, the Fly-in committee chairman will see that it is published in FL along with a registration form for attendees. The chairman will create the registration form.

After your *Flyer* is published in FL – you will begin receiving mailed registration forms and if specified in the *Flyer*, payment checks from attendees.

Immediately following your event – complete the income and expense portion of the *Roster/Accounting Form* and mail it to the CPA treasurer along with registration checks. Reimbursements will be made based on this information.

After your event – Hosts are encouraged to submit to the Fly-in committee chairman an event *Wrap-up* article summarizing what took place. Instead of an article, a photo summary with or without captions will suffice. This will be forwarded to the FL editor.

Continue to the next document – Expanded Planning Timeline and Checklist