

Abbreviated Planning Timeline and Checklist

October 21, 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.)

September through December (or earlier) – identify the Fly-in event you are planning. New locations are ideal but past venues are also options. Starting with 2027 events, you will have a dedicated website management page for planning, advertising and managing your event. More on this will appear in the expanded version of this document which follows.

January – the big reveal! Make a brief presentation of your event at the January Fly-in Rollout Meeting. If you are unavailable, anyone else can do this for you. The Fly-in location and date will then appear on the website's event calendar.

Before January 20 – following the Rollout Meeting, write a short paragraph summarizing your event. You will upload it to your event's management page. The Fly-in committee chairman will review and then release it to the Flight Lines (FL) editor for publication in the February issue. It will also appear in the CPA website's preview section. By early February, all CPA members will know our planned events for the year and registration, now online, will commence.

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

Two months before your event – upload a detailed *Flyer* to your event's site. This is an article containing specifics of the trip – the registration cost, events and activities, hotel information, a photo or two etc. After a review and any needed changes, the Fly-in committee chairman will release it to Flight Lines and the website.

When your *Flyer* is published in FL and on the website – those who registered will forward payment or opt not to attend as they see fit. Registration payments will be mailed to you if by check or if by card will go directly to the CPA treasurer as the website provides both options. Cards are not charged and checks not cashed until the event is complete.

Immediately following your event – fill out the income and expense portion of the online *Roster/Accounting Form* and mail it to the CPA treasurer along with any registration checks.

After your event – Hosts are encouraged to submit a *Wrap-up* article and photos summarizing what took place. After proof reading by the chairman, it will be released to the Flight Lines editor for publication.

Continue to the next document – Expanded Planning Timeline and Checklist