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CHECKLIST FOR HOSTING AN ELSA REPAIRMAN COURSE

Thanks very much for your interest in bringing our experimental light-sport aircraft (ELSA) repairman course to your area! Below is a checklist of items that are needed, along with the schedule for accomplishment.

AT LEAST 60 DAYS BEFOREHAND

- Coordinate with us on the prospects for filling the class. In order to justify our travel expenses, it is important that each course be well attended.

- Finalize the scheduled course date, in coordination with us.

- Arrange for a facility in which to hold the course and provide digital photos and a facility description to us.
 - FAA must accept each new facility beforehand. We will handle the acceptance process.

 - The facility can be located at a local airport, technical school, meeting hall, or other location that meets the requirements below.

 - The facility should be located near hotels/motels and restaurants. Lunches on course days may be at local restaurants or may be catered in. Course attendees will pay for their own food and lodging. Please provide the names and locations of at least two hotels/motels for our website.

 - The classroom needs to be an indoor room or hangar with:
 - An area 30 feet deep and 30 feet wide for classroom activities. We can sometimes use slightly smaller spaces with coordination up front to plan seating arrangements, projector placement, etc.

 - Lighting adequate for classroom activities. The lighting needs to be able to be dimmed for computer projector display of PowerPoint slides. Window blinds are often adequate. However, in hangars or other such spaces, covering of windows or skylights may be required.

 - Good temperature control, i.e., heated in winter and air conditioned in summer. In temperate climates, heating or air conditioning may not be required, depending on the time of year.

 - Seating for 16 students, plus 2 or 3 other attendees (such as FAA representatives, who may attend). Seating should consist of at least nine 6' cafeteria-type tables or six 8' cafeteria-type tables, along with reasonably comfortable chairs. With 6' tables, we can seat 2 students at each table; with 8' tables, we can seat 3 students.

 - A projection screen (60" wide or larger) or white wall large enough to be easily seen from all seating positions (most of the lecture uses PowerPoint presentations). Normally when drive to course locations, we bring our own screen. However, if we fly to the course location on the airlines, the screen is bulky to ship, so we ask the local hosts to supply a screen.

- Course activities for the first day and a half involve only classroom lecture. However, on the afternoon of the second day, we do practical projects. These are tabletop displays that we provide. The displays require 3 or 4 cafeteria tables. Ideally, extra tables would be available for the purpose; however, if not, we are generally able to re-arrange existing tables during the practical exercises.

One of the displays requires a small 115VAC air compressor that we also provide. Normally when drive to course locations, we bring our own air compressor. However, if we fly to the course location on the airlines, the air compressor is bulky to ship, so we ask the local hosts to supply a compressor.

- Easy access to clean restrooms, preferably both male and female.
 - Provisions for coffee, soft drinks, and snacks.
 - Easy access to parking.
- The facility description should include the address of the facility, the size of the classroom, a description of lighting, heating/air conditioning, tables/chairs, and access to restrooms, snacks, restaurants, and hotels/motels.

Assist us in promoting the course.

- To justify our travel expenses, we need each course to be as full as possible.
- We will promote the course on our website and through press releases, email lists, etc.
- Your help in getting your local folks committed is invaluable.
 - Once the course date and location are finalized, we encourage you to send notices to all interested people in the local area, to announce the course availability at aviation gatherings, etc. Please point them to the **LS Repairman Courses** page of our website www.sportaviationspecialties.com for information and registration.
 - Alternatively, we can handle sending the notices if you can supply us with names and contact information (especially email addresses).
 - It would be useful if you could supply us with names and email addresses for EAA, USUA, ASC chapters or other aviation organizations within about a hundred miles of the course location. We will then let them know about the course also.
- The official course registration is handled through our website—we handle all registration activities and collect course tuition fees.
- **ONE NOTE OF CAUTION: DUE TO FAA REGULATIONS, THIS COURSE APPLIES TO REPAIRMAN CERTIFICATES FOR EXPERIMENTAL LIGHT-SPORT AIRCRAFT, NOT TO EXPERIMENTAL AMATEUR-BUILT AIRCRAFT.** Please be careful in your statements about the course to make that clear.

14 DAYS BEFOREHAND

Whenever possible, we drive to the course locations. In those cases, we bring all required course materials with us.

If we fly on the airlines to course locations, we ship the course materials via FedEx ground. There is one 17" x 20" x 40" shipping crate that weighs 106 pounds; it has rollers on one end, but two people are required to lift it into a vehicle. There is another 12" x 22" x 15" plastic box that weighs 30 pounds.

Provide us the name, street address (not a PO box), and phone number of a person or business to whose attention we can ship the course materials. This should be someone who is generally available during normal business hours to accept delivery.

In that case, we will also need help in moving the boxes to the course location. The boxes will fit in the back of an SUV or pickup truck, as shown in the photo below.



7 DAYS BEFOREHAND

- Verify that the course materials have arrived and notify us.

- Provide us with the names and contact information for two people who will be able to provide us access to the facility.

1 DAY BEFOREHAND

- We will arrive on the Friday preceding the class.
 - If we fly on the airlines, help with local transportation would be greatly appreciated, including moving the course materials to the classroom facility.
 - We will need access to the facility on Friday afternoon to set up tables/chairs, course materials, training aids, computer, projector, etc.

1 DAY AFTERWARD

- If we fly on the airlines, help with getting the course materials moved to UPS or FedEx for shipment would be greatly appreciated (if we don't drive).