

Tripoli Rocketry Association

LDRS Host Proposal Template

Please enter information for **all** blanks. Enter "N/A" or "none" where applicable. Attach any additional materials deemed necessary to help describe the proposal in more detail.

LDRS # _____ Year _____ Host Organization(s) _____

Principle contact(s) (list name, TRA #, address, phone, e-mail)

Additional contact(s) (list name, TRA #, address, phone, e-mail, role/title)

Launch venue _____

Location _____

Site size/dimensions _____

Launch dates: Commercial _____ Research _____

FAA Waiver Alt: Commercial _____ Research _____

Launch equipment - describe in detail, including number and types of launch pads/locations, launch controller(s), rails/rods/towers, etc. Include description of number of launch locations available for all classes of motors/rocket to be flown at the event. Note any restrictions/limitations. Attach documents/graphics as needed

Launch event personnel structure – list the number of personnel who will support the event, including descriptions of the duties they will perform. If multiple organizations will support the event, identify these personnel by their associated organization.

Proposed launch site layout – **attach** diagram with dimensions, showing flying field area, spectator area, vendor area, obstacles, adjacencies, access road(s), etc. Note if and where on-site camping is permitted, and associated facilities/rules.

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Proposed fee structure: Flyer's fee _____ Dinner fee _____ Other fees _____

Fee structure notes:

- Any and all fees that will be charged to participants, vendors, attendees, etc, must be disclosed as part of this bid. Attach additional listing if needed. No subsequent fees may be charged after the submission of this bid.
- Host organizations are strongly encouraged to keep fees charged to non-flyers, such as vendors or spectators to a minimum or waive charging such fees altogether.

Lodging/accommodations – describe principle hotel/motel to be used, available rooms, and pricing (if known). Also describe available alternative hotels/motels, camping, or other accommodations in the vicinity.

Note - the host organization must provide a host hotel with the following general requirements:

- Must have meeting facilities to accommodate TRA Board/TRA Member meetings from Noon to 11 PM the day before flying commences, and possibly additional days/evenings. Usual attendance is 50-100.
- Host must provide facilities (at hotel or other location) to support an attendees' dinner/member meeting, generally held on Saturday evening during the event window.
- Host will be expected to cover all costs associated with these requirements, and will make the actual arrangements with the host hotel. Prior to making any scheduling arrangements for the meetings described above, the host organization must confirm dates and times with the TRA Board of Directors. Detailed meeting room requirements should also be confirmed with the TRA BoD.

Other information related to this proposal (use attachments if needed)

Submitted by: _____ Date: _____