

Prior to Show

Bring 2-26

Make sure sales items and donation jar are brought

Pre Show Check List – Show Boss

1. Get participating module and equipment list
 - Check module certification & repair status
 - Set setup time
 - Arrange transportation for all modules - with sense of reducing vehicle count
2. Arrange module layout & track plan
 - Clear through Engineering
 - Mark module groups
 - Make contingency track plan – if modules must be removed
3. Designate Power Requirement
 - Booster quantity
 - control boundries (DCC booster districts)
4. Assign functional responsibilities to individuals for set up & during show
 - Show Boss &
 - Set up crew chiefs for:
 - Management
 - Engineering & Physical Plant
 - Electrical & DCC
5. Ops
 - a. Pre Set up Operations
 - Designate operating districts
 - b. Assign operating district agents (also C&E's) to prepare switch lists
 - c. Specify equipment list/individual tasks
 - d. Collect car cards and switch lists from agents
 - e.
6. Preparation
 - a. Publish and distribute show package to all NLT S-7 days
 - b. Fill out Show Schedule (including preshow staging time/place)
 - c. Fill out Master Module/Equipment List (will direct work during show)
 - d. Fill out Master Operations Schedule (will direct show operations)

Each member is responsible for their own modules!

If a member cannot be at a particular phase of the show,
it is their responsibility to find a maintainer.

Obtain extra 9” track, rail joiners, spare flex track

Check for enough boosters with adapters to connect to bus

Each modular owner should bring:

An extension cord & power strip to run the length of their modules
spacers for uneven floors

LocoNet cables to run the length of modules

Setup day – Finish Each Major Step Before the Next

* If you aren't part of a specific team or on a requested job, stay out of the way!

** Volunteer to help a team or replace a team member.

0. Have 2 copies of track plan
 - 1 - Coordinator
 - 1 – Super
- Bring Radios for setup

Transportation & Loading

1. Unload ALL modules – *AWL (all)*
2. Move modules to general area – *Show Boss & Engineering*
 - Only when instructed
 - Where instructed.

Engineering

3. Erect Modules – no connections – *Members & Help*
 - Erect Modules closest to key corner
 - Members need to help owner of those modules
4. ** Set key corner locations - *Engineering*
 - Set alignment (square with room)
 - Set height – 39 3/4" to rail head
 - Set key corner levels – x & y
5. Level and Connect Other Modules - *Engineering*

Working from key corner

2 teams – 2 directions from corner
2-3 people on each team – 1 on creeper, 1 on levels
Set height and level for each module – Then connect
Check each group of modules for overall level (use 6' level)
Engineering will check all of the way around
Meet mid run of straight modules, not at corner or bridge

Leveling Procedure

Set height and level for each module
Foam & rail level can vary, module frame is straightest & is good for long level.
Use small levels on both short sides to avoid twist
Make sure level is face up – slot goes above glass

Use 3 levels
6' for overall level – across 3 modules
6-12" – front to back – do each end
18"-24" – long dimension 1 module

Make sure module is resting on legs

Physically connect all modules before proceeding to Electrical
(this is in case anything has to be changed)

Don't count on level floors, maintain level

Engineering Check & Sign Off

Electrical – Electrical Foreman/DCC Master

6. Place district flags denoting districts – insulated joiners
 - a. Insulated joiners between module groups
 - b. Insulated joiners between districts
7. Place DCS and Boosters
8. Connect Main Power Bus lines between modules
 - a. Watching for shorts or cross feeds
 - b. Working from booster out
 - c. Resolve inter-group connection issues
 - d. Resolve command/booster config
 - e. Resolve Polarity and Phasing of Booster Districts
9. Run LocoNet
 - a. Test Freestanding LocoNet Cables
 - b. Connect LocoNet Bus Lines
 - c. Install Temp UP Panels
 - d. Resolve Radio channel issues

Track

10. Put in 9" bridge tracks on main ONLY
Fix mismatches in track
11. Run test trains in each direction
Get main loops East and West running
Clean track where needed
Apply CRC 2-26 sparingly &/or needed
12. Put in 9" bridge tracks on rest of tracks

Scenery

Set out structures

Operation

13. Set our Motive Power
Set out Rolling Stock
Assign Dispatcher

Set out donation jar

Set up sales items

Cover and Close

Show Day

Test run prior to public
Resolve phasing and polarity

Rotate Operators

Have Fun!!

Breakdown

Run trains to relevant yard or area
Remove Motive Power & Rolling Stock
Remove Structures
Remove loconet
Remove Power Bus
Remove Boosters
Remove track joiners off mains
Remove track joiners on mains