

SAMPLE PLANNING CHECKLIST (before observing day)

This is the first checklist which should be completed by the team leader no later than 1 day prior to the actual observing day. However, most items on this checklist should be completed further in advance as noted to the left of each item. Flags, under equipment checkout, should be tied to the cable running from the antenna to the receiver to prevent someone from tripping. Always remember to double check items if you have the time.

<i>TOPIC</i>	<i>DAY BEFORE OBSERVATION</i>	<i>ITEM</i>	<i>CHECK</i>
When to Observe	3	weather forecast	
	7	Jupiter storm predictions	
Site Selection	7	where to set up	
	7	site permission	
	7	power and auxiliary?	
Parental Permission	7	contact information	
Transportation	7	school bus, van, or team member	
Team Roles and Responsibilities	3	pair up depending on size	
	3	record keeping	
	3	set up	
	3	take down	
	3	data analysis	
Equipment Check Out use this check also the day of observations, before you leave for the site, after setting up, and before you leave the site.	1	receiver	
	1	battery and spare	
	1	speakers/headphones	
	1	recorder/computer	
	1	audio and power cables plus spares	
	1	cassette tapes	
	1	antenna	
	1	poles	
	1	ropes	
	1	stakes	
1	flags		
Tools	1	screwdrivers	
	1	hammer	
	1	pliers	
	1	wrench	