



## Position: FHF logistics Coordinator

### Reports to: FD Flightless

The FHF Logistics Coordinator ensures that everything is in place for a given FHF Mission. This is a shared responsibility with the Mission Flight Director (FD) and Mission Executive officer (MXO).

#### Activities include:

- 1 Arrange for event day venue
  - 1.1 Regional rec center.
  - 1.2 Large room (parlor) and two adjacent rooms.
  - 1.3 Need access to rear hallway that connects large room to adjacent rooms.
  - 1.4 Air Side and Ground Side signs
  - 1.5 Gate Sign
  - 1.6 Table tennis dividers to separate air and ground sides
- 2 Arrange for TSA
  - 2.1 Contact TSA at least one month in advance; current contact is: (407) 319-5528
  - 2.2 TSA HG meets bus at curb
  - 2.3 TSA runs screening
- 3 Arrange for SW rep
  - 3.1 Contact SW at least one month in advance; current contact is: Rick Freitas (407) 825-4605  
[Rick.Freitas@wnco.com](mailto:Rick.Freitas@wnco.com)
  - 3.2 Meet bus at curb
  - 3.3 Run boarding process
  - 3.4 Rick has SW snacks
  - 3.5 Uses his cell phone to simulate bar code reading of ticket
- 4 Arrange for Meet and Greet attendance At "MCO" in the PM
  - 4.1 Miss Liberty:
    - 4.1.1 Cathy Hynes, [chaynes11629@yahoo.com](mailto:chaynes11629@yahoo.com) (407) 239-8468
  - 4.2 Bagpipers;
    - 4.2.1 Ken Middleton, [kmb64usna@gmail.com](mailto:kmb64usna@gmail.com) (352)-750-5111
    - 4.2.2 Kevin Surlidge, [ourkev@embarqmail.com](mailto:ourkev@embarqmail.com)
  - 4.3 Possible sources of volunteers
    - 4.3.1 VHF Club (coordinate with VHF club Pres/VP)
    - 4.3.2 Local veterans groups
    - 4.3.3 Corvette Club
- 5 Work with assigned photo team to ensure that equipment is in place and ready:
  - 5.1 High def video projector
  - 5.2 DVD player

- 5.3 Green screens
- 6 Arrange for event day activities
  - 6.1 Lunch
    - 6.1.1 Marguerite does this: 352-633-0882. Usually City Fire
    - 6.1.2 Need to tell caterer time for lunch
    - 6.1.3 Need to ensure that any special meals, allergies, etc., are understand and accommodated
  - 6.2 WWII Registry of Remembrances
    - 6.2.1 Uniformed officer will present certificates to each vet Mail Call
    - 6.2.2 Kevin St Amant hands out commemorative coins
  - 6.3 Mail Call
    - 6.3.1 coordinate with MXO and Judy Hecht
  - 6.4 Mail Call Coordinator, Judi Hecht, oversees Mail Call
- 7 Arrange for event day support personnel
  - 7.1 Wheel chairs (coordinate with W/C Coordinator)
  - 7.2 Red hats to direct flow in the AM
  - 7.3 Volunteers to direct flow from aircraft to bus.
  - 7.4 TSA screening room breakdown
  - 7.5 Room setup for green screen pictures (coordinate with photo/video team)
- 8 Tickets
  - 8.1 Simulated ticket and boarding pass
  - 8.2 Auto generated from master database by Bill Hecht
- 9 Mission DVD
  - 9.1 To the extent possible, mission DVD will be similar to a regular HF.
- 10 Beyers pins
  - 10.1 Current contact
    - 10.1.1 Tony Kamus, (407) 256-6226 [tkamus@aol.com](mailto:tkamus@aol.com)
- 11 Postcards
  - 11.1 Current contact
    - 11.1.1 Louise Fahey, [longshot79@hotmail.com](mailto:longshot79@hotmail.com)