

## Poker Run “Operations Manual”

1. Choose your airports  
Select five airports within short flying distance of each other. Try to make sure the slowest airplane (Piper Cub) can make the trip in the time allotted. Considerations: CTAF frequency (are they all on the same one?), ramp space for parking, location to set up table without getting cards blown off.
2. Choose a date and an alternate  
Usually a Saturday with alternate on Sunday. Check for conflicts with other events.
3. Get “permission” or an “OK” from those airports to be used  
Talk to the airport manager or FBO. The airport manager just needs to know that we would like to use airport as a stop for our event, ask them if they need anything from us, such as a copy of the insurance certificate. Contact someone in *management* at the FBO. Give them a brief on what you need from them, what they can expect from you. Is anyone at the field willing to donate a prize? Will someone be around for fuel or maintenance needs? Write down the name of the person you talked to, their phone number, and address (to send a flyer to). Give them a call a week before the event to freshen their mind.
4. Choose terminus airport and arrange for lunch/catering  
Factors involved include space/hangar available for lunch, and to count hands. Is FBO willing to provide lunch? Does the chapter want to make lunch themselves? Is there a restaurant on the field? If so, you might need permission from the on-field facility to have an outside caterer come and provide lunch (ask the airport manager). It's best to first ask the airport food vendors to provide lunch.
5. Apply for event insurance from the Ninety-Nines  
The request and payment must be received at HQ at least 10 days prior to the event.
6. Promote, promote, promote  
Get the event listed in the appropriate aviation periodicals. You will find a list of publications and contact email or snail-mail addresses at the end. Most magazines need a four-month lead time for publishing.
7. Get prizes  
Section tries to get enough prizes to cover all attendees. In 2001, we had about 20 prizes. Most of us didn't like waiting for hours to see if we had won anything, and most of it was old, used, spare aviation stuff. Several really good prizes will be fine. Remember, most are flying the poker run for the fun of it and not for the prizes. A list of past donors follows.
8. Create & print flyers and entry forms  
Attached are previous flyers and entry forms. Get these photocopied in bright colors

for the flyer, and a softer color for entry forms. Flyers should be sent to airports, EAA chapters, and flying clubs in the area, also some busier airports a bit further away. (i.e. Lawrence, MA; Rochester, NH; or Nashua, NH.) This will depend on how widespread your event is listed.

#### 9. Supplies

You will need enough decks of cards to cover the entry forms printed. To determine this, multiply the number of entry forms by five (5), the number of cards for each entry. Take the answer and divide it by 52, the number of usable cards in a deck. (We don't use the jokers). This will tell you how many decks you need. For instance, printed 250 entry forms:  $250 \times 5 = 1250$  and  $1250/52 = 24.038$ ; we need 25 full decks. Split entry forms equally between the five airports.

Other supplies include small staplers, pens or pencils to fill out forms, and money bags & change to start with (five \$5 bills). Site staff may provide change to start then reimburse themselves at the end of the day. Also create a list so site staff can write down how many hands were sold at their airport (for future reference). Money in the bag should equal the total on purchase spreadsheet.

#### 10. Warm Bodies

At all stops except the terminus you will need at least one person. Even better is a handheld transceiver to help arriving pilots find your location. At the terminus, the Poker Run chair will be available to collect hands and/or distribute final cards to those unable to visit each stop. All hands must be collected by 1:00pm and no later. Hands arriving after 1:00 pm will not qualify for prizes. Be sure to emphasize each participant that they DO NOT need to visit each stop, and that hands can be completed at the terminus. It is more important to arrive at the terminus and turn in hands by 1:00pm.

Also at the terminus you will need at least **two Hand Counters**, to determine the order of hands; hand counting will start promptly at 1:00pm. **One Prize Awardee** to announce the winners, awarding will start at 1:30pm. **One Prize Table Guard**, to keep the prize winners one at a time at the prize table and award prizes in an orderly fashion, and **one Prize Secretary**, to take vital information found on the Poker Run registrations in case prize winners not present at the terminus, and just to keep track of who won what. Be sure to discuss and assign these positions at the regular Wings meeting prior to the Poker Run. Also, someone needs to be in charge of the lunch table, either someone assigned at the prior meeting, or the co-chair, if one was chosen to be utilized by the Poker Run chair

#### 11. Tally up at completion and provide status report

Attach in this SOP a report providing at least the following: date held (did you use the weather day? Why?), airports used/terminus, additional advertising outlets, hands sold, number of aircraft participating, fuel purchased by participants, number of hands sold by airports, and anything else you think those that follow you might find useful.

NEW JERSEY NINETY-NINES

# POKER RUN



# 2020

## \$20 a hand - no limit!



**SATURDAY, May 2<sup>nd</sup>**  
**weather date: Sunday, May 3<sup>rd</sup>**

**START: 9:30 am**   **END: at TERMINUS by 2:30 pm**  
- draw cards at Terminus for airports skipped -

**All AIRPORTS North of NY Class B!**  
**"TFR-Proof!"**

SHOULD THERE BE A TFR FOLLOW PUBLISHED TRANSIT PROCEDURES

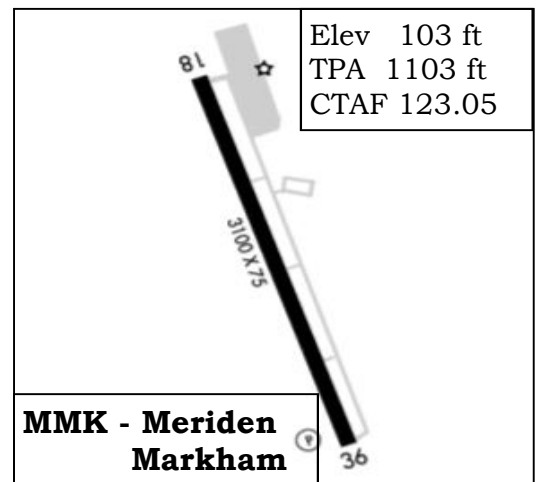
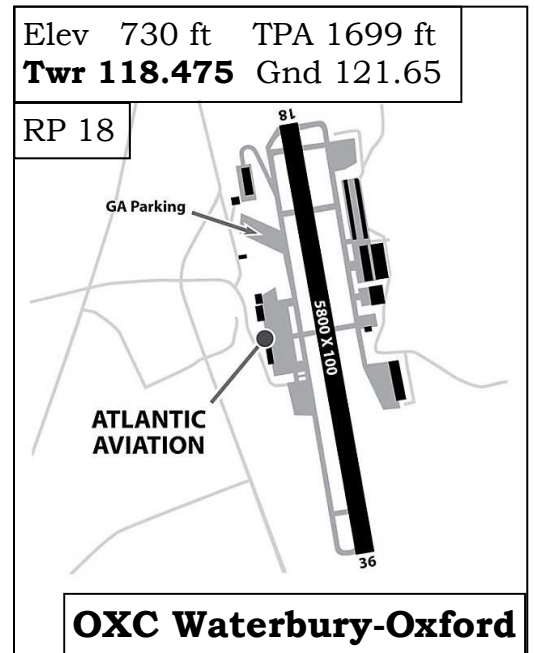
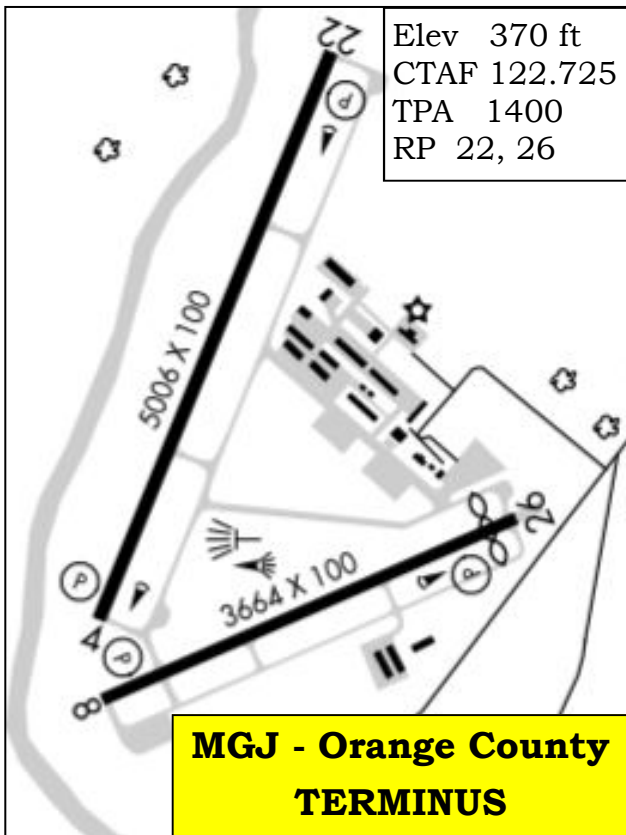
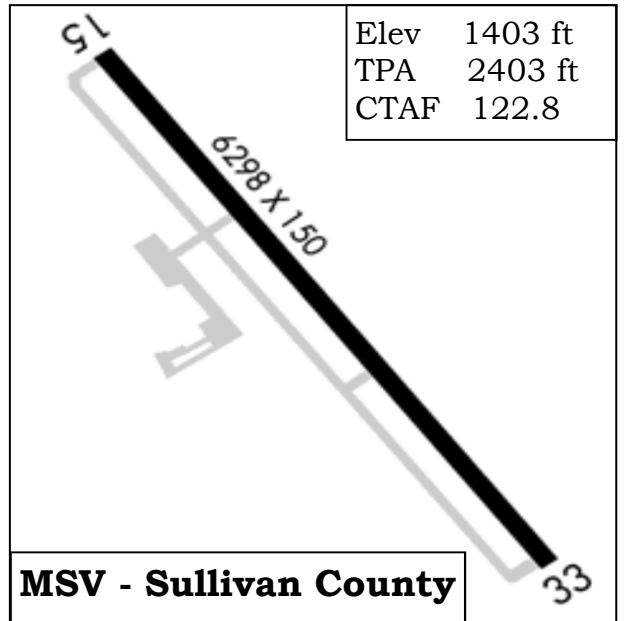
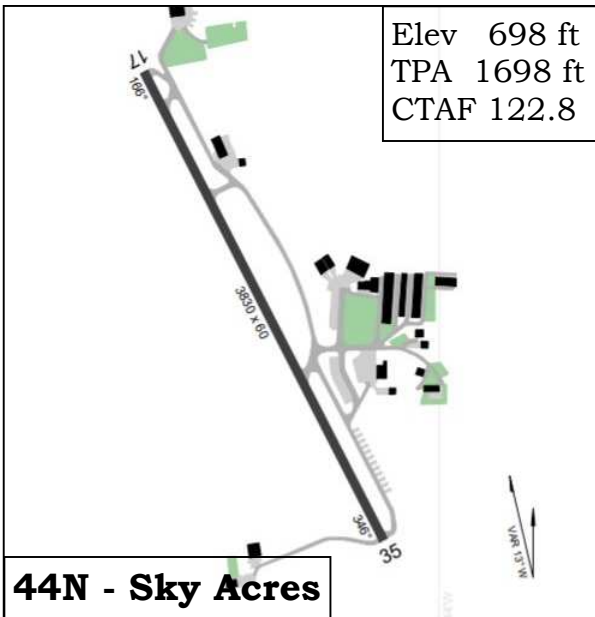
**MSV - SULLIVAN COUNTY**  
**44N - SKY ACRES**  
**OXC - WATERBURY-OXFORD**  
**MMK - MERIDEN MARKHAM**  
**MGJ - ORANGE COUNTY - TERMINUS**



***"Fly the Five" airports - in any order!***

**"Go/No-Go" after 0700 - call 201-731-3128**

*The Ninety-Nines, Inc. is an international organization of women pilots, promoting aviation, and education, with scholarship opportunities for women in aviation. It is a 501(c)(3) organization. [www.nj99.org](http://www.nj99.org)*



**POKER RUN FBOs**  
**44N - Main Ramp**  
**MSV - Main Ramp**  
**\*OXC - Atlantic Aviation**  
**MMK- Main Ramp**  
**MGJ - Main Ramp**  
*\*Advise CT you're with the Poker Run*

**NOT FOR NAVIGATION**

PLACING

# New Jersey Chapter of the Ninety-Nines, Inc





## 2020 Poker Run Score Card



Name \_\_\_\_\_

e-mail \_\_\_\_\_

Dealer  
Signature

					A	K	Q	J	10	9	8	7	6	5	4	3	2		
<b>KMSV</b>																			
<b>MMK</b>																			
<b>KOXC</b>																			
<b>44N</b>																			
<b>KMGJ</b>																			

The New Jersey Chapter of the Ninety-Nines, Inc. is a 501(c)3 organization.  
Thank you for your contribution.

\$ \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signed New Jersey Chapter member