Hello everyone,

I have attached a first cut of assignments for the month of September. This is based on the info you provided me and is my best attempt to accommodate your input. Based on observations over the last few months, I have concluded that we need a minimum of five members each night, two scope operators, film person in the meeting hall, parking person and the greeter, who is the most important to welcome and direct our visitors. If you would like to volunteer to help augment our assigned people, please let me know.

**It is important that you confirm your assignment by sending me a follow up email before September. If you cannot make your date, I will change it.**

Please note the following about our Open Nights:

- There needs to be an overall person-in-charge. If a Trustee is assigned on a given night, that trustee will be designated person-in-charge. If there is no trustee assigned, the Alvan Clark operator will be the person-in-charge. If that person has to leave early, there must be a formal transfer to another person. The person-in-charge must be able to secure all buildings, shut off all lights and lock the gate behind them when they leave. There cannot be any cars left in the lot when that person leaves.

- The parking attendant must make sure the cars are parked with their park headlights east, to accommodate our neighbor’s request.

- The greeters must fill visitors in on what is happening, if it is still dusk they should be directed into the meeting hall to view the videos. Explain where the scopes are located and what we will be observing. Talk to them about donations and about joining Skyscrapers. The greeter should fill out a report on the attendance for the evening and send that to Linda.

- September is a great time for Saturn and Jupiter. The Alvan Clark should be used to highlight these planets.

- The 12” should observe doubles and deep sky objects. The telescope operators should talk in some detail about those objects.

- There is information provided on laminated cards. Also, we do not want the public to observe the same object in both instruments, if at all possible.

A protocol for canceling will be established by the Trustees.

If you cannot attend on your assigned night you are responsible to find a replacement person.

Please let me know who will replace you or report if you were unable to find someone.

Thank you all for helping with this endeavor.

I am holding off about October until we iron out any kinks we discover.

Steve