

Pre-National Check List

Activity	Time Frame
National Commander and/or appointees selects Skirmish Director from list of host units	January BOD meeting (for next 2 Nationals in rotation – at least 2 years in advance)
Executive Secretary mails all host units an official notification of the National Skirmish to be hosted and the name/contact information of the Skirmish Director	After January BOD meeting 2 years prior to host date (e.g., sent in 2022 for 2024)
Executive Secretary mails the Skirmish Director the Skirmish Director’s Manual, N-SSA Directory & Rules	2 years prior to host date – updated directory to be mailed January of host year
Skirmish Director checks in with Program Chair	As soon as packet is received from Executive Secretary
Skirmish Director makes initial contact with Commanders of all host units; requests information regarding strengths, weaknesses, participation, etc.	After contacting the Program Chair
Skirmish Director selects Staff Officers and sends the following documents to each Officer: <ol style="list-style-type: none"> 1. Appropriate Officer’s Manual 2. Host Unit Selection Process 3. General Information for Staff Officers 	At least 1 year prior to host date - must be done before organizational meeting held 2 Nationals prior to host date
Skirmish Director sends Program Chair and Executive Secretary the list of selected Staff Officers	1 year prior to host date
Skirmish Director sends host Staff Officers the list of National Staff Officers’ contact information	1 year prior to host date
Skirmish Director prepares list of assignments based on information collected from host units (i.e., strengths/weaknesses/participation/etc.)	1 year prior to host date
Skirmish Director calls for patch and streamer design ideas or assigns this task to one of the unit members	As soon as possible
Skirmish Director sends Executive Secretary and Program Chair list of Staff Officer assignments	1 year prior
Skirmish Director sends Executive Secretary the patch and streamer designs for presentation and review/approval at the January BOD meeting	December prior to host year
Skirmish Director checks in with all Skirmish Officers to ensure they have read their manuals and understand their duties, including Tower Main Announcer	6 months prior to date
Skirmish Director sends Program Chair confirmation of all above tasks being complete	1 National prior to host date
Skirmish Director sends Executive Secretary and Program Chair tentative number of workers to attend work weekend prior to National to be used for information and lunch count	1 month prior