Instructions for Train Show Tasks Spreadsheet

How to update and generate new season documents

There are several tasks needed to update the spreadsheet for next season.

The show season includes two train shows at the Plano Convention Center. A Fall show and a January show. Show profits are distributes in Spring, usually at the February or March council meetings.

To prepare the spreadsheet fort next year, you need the following:

1. Show dates for the season
2. Adjustments in the club information, name, representative, etc.
3. Requests from any club for hour adjustments. This may be times/days worked, more or less shares, or specific requests.

Dates:

Open each show hour sheet, Starting with Fall Friday, work your way to DAT Sunday. In cell A3, update the date. Note that this is source for all date locations associated with each day.

Assignments:

On the participants sheet, column F shows the relative hours for each club. Every club should be as close to 0 as possible. These numbers will change as club hours are changed.

On the SOA sheet, adjust Pre-Show hours as per the council agreements. Some tasks will change hoursa based on last season experience.