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2/10/26 rev. 3

CLRC OPEN HOUSE PROTOCOLS

During an Open House:

Our goal is to make Open House train operations quicker and more efficient; so trains run continuously.

1. Please register with the scheduling Yardmaster in person or phone (Ed Zeglicz 630-272-4409 or email ednaz9906@yahoo.com prior to the Open House.
2. Those running trains should arrive 30 minutes prior to their run time slot. (This allows members to coordinate with the Yardmaster for the staging of their trains).
3. Open House is all about a professional presentation. Proper attire expected, Club shirts preferred. Wear your name tag. Always act in a professional manner.
4. Congestion in the aisles is a huge problem. **Unboxing/boxing of trains in their original boxes takes too long and clogs up the aisles and other areas.** To alleviate this problem and speed up the process, trains should be removed from their boxes, wrapped up and placed in containers prior to your arrival at CLRC **(this is required)**.
5. Please do not bring your “new” / untested locomotives to Open House because if there are problems there is no time to address the issues. Also, it is wise to bring an extra locomotive in case of breakdowns.
6. Keep all containers off the tables and out of the aisles. Store them under the Beltline layout (east end), out of sight. **AT NO TIME IS ANYTHING TO BE PLACED BY THE BACK DOOR** (emergency exit).
7. Be considerate of your fellow members; use the carts to move your train to and from the layout and the unloading/loading area as quickly as possible; stash your bins (under the East end of the Beltline) and clear the area for the next member.
8. We will no longer be changing shifts all @ the same time. The Yardmaster will direct on/off times. (you might get less than 2Hrs.; you might get more than 2 Hrs.) When staging your train, the Yardmaster will direct you to an appropriate siding and direction to stage. Have your train on a cart and ready.

9. You must obey the directions of the Yardmaster and his assistants as to starting or stopping your train.
10. When on duty, you must stay with your train and watch the Yardmaster and his assistants in case an unexpected event takes place. Do not take your lunch during this time.
11. Five (5) minutes prior to the end of your run time, begin removing your trains in anticipation of the next member going on. Next member should be ready to go as soon as the track is cleared.
12. On tracks 96 & 97, trains to be limited to 15 feet in total length including locomotives.
13. **The counter area is for use by our guests ONLY.** Members are to sit elsewhere. There is a staff table and a couple of chairs for engineers.
14. All members at Open House are expected to participate in keeping the Clubhouse neat. Cleanup of empty cups; food garbage, etc., push in empty chairs, sweep up spilled popcorn, return abandoned stepstools, etc.
15. When not on duty, be an ambassador. Walk around, talk to people; this promoted return visits. Thank guests for their attendance.

CLRC appreciates your cooperation.