Launch Director Checklist

NS-\_\_\_  
Launch Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Launch date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payload Lineup:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Balloon Size(s):

# Callsigns:

# Pre-Flight Checklist

## Charge:

\_\_\_\_Car battery

\_\_\_\_ \_\_\_ Wi-fi hotspot(s)

\_\_\_\_ \_\_\_ Walkie-Talkie(s)

## Check Inventory of:

\_\_\_\_ BLT Bucket

\_\_\_\_ Inflation Bucket

\_\_\_\_ Recovery Bucket

\_\_\_\_ Launch Kit

\_\_\_\_ Main tracking box

## Launch Equipment

\_\_\_\_ Balloons

\_\_\_\_ Helium tanks

\_\_\_\_ Tarp (Big and Small)

\_\_\_\_ Parachute and Ring

\_\_\_\_ Command Module kit

\_\_\_\_ Broom

\_\_\_\_ Trash Bag

\_\_\_\_ Square Plywood Bases

\_\_\_\_ Scale for Measuring Payloads

## Recovery

\_\_\_\_ Bow Saw

\_\_\_\_ Extension Pole

\_\_\_\_ Scythe

\_\_\_\_ Sling Shot

## Payloads

\_\_\_\_ Car battery

\_\_\_\_ Battery box

\_\_\_\_ Battery Charger

\_\_\_\_ Payloads

\_\_\_\_ Soldering Iron & wire

\_\_\_\_ Spare LVCs

\_\_\_\_ Tyler's Weather Ground Station

## Tracking/Communications

\_\_\_\_ \_\_\_ Tracking Laptop(s)

\_\_\_\_ Tracking Antennas

\_\_\_\_ 900s Ground station

\_\_\_\_ Radios

\_\_\_\_ \_\_\_ Walkie-Talkies

\_\_\_\_ \_\_\_ Wi-Fi hotspot(s)

\_\_\_\_ Power Inverter

\_\_\_\_ Power Strip(s)

\_\_\_\_ Car magnets

# Launch Checklist

## Launch/Inflation Setup

\_\_\_\_ Pre-launch setup meeting (See PAO)

\_\_\_\_ Tarp setup (indicate full or half configuration)

\_\_\_\_ Place BLT in optimal launch location

\_\_\_\_ Indication direction of payload string from balloon

\_\_\_\_ Parachute-to-balloon lanyard configured

\_\_\_\_ Parachute and ring untangled

\_\_\_\_ Command Module in place

\_\_\_\_ Harmless payload stickers on each payload

\_\_\_\_ Payload string lined up and assembled

## Pre-Inflation Checklist

\_\_\_\_ ***Hook lanyard from parachute around balloon neck before connecting to inflation tube***

\_\_\_\_ Tethers in Place

\_\_\_\_ Brief 2 tether handlers (See PAO)

\_\_\_\_ Did Dr. Bowden call the tower? (See Dr. Bowden)

\_\_\_\_ Balloon in BLT ready to go (See BLT Engineer)

## Pre-Release Checklist

\_\_\_\_ Check payloads are ready

\_\_\_\_ Final communications check

## Countdown & Release

\_\_\_\_ Inform payload PoCs to hold payloads above the launch pad

\_\_\_\_ Tether handlers ready

\_\_\_\_ Slowly raise payload string

\_\_\_\_ Measure Total Free Lift = \_\_\_\_\_\_\_\_\_\_\_ (optional)

\_\_\_\_ Countdown from 10 (Final Countdown Song Optional)

\_\_\_\_ Release!

Release Time Mark = \_\_\_\_\_\_\_\_\_\_\_\_\_\_