10) Launcher moves away and to the side of the pilot, at safe distance becomes an observer

11) Fly kites

**Attaching Payload**

1) After reaching 100ft, have a predetermined person attach the payload to string
   a) have more raps on the upward side than the downward side
2) hold string to gain altitude
3) release string to descend

**Landing kite**

1) Give kite string some slack to reduce lift
2) Start reeling in kite/have observer attach carabiner to kite string and walk down the line
   a) Once a good distance from pilot, wrap line around carabiner and walk kite back to pilot
   b) Pilot wraps the recovered line
3) Repeat steps 1 & 2 of landing kite as necessary
4) When camera is within reach, detach from string
5) Crash/Land/Catch kite
6) To catch, when kite is low enough have catcher approach kite from cross wind
7) Grab kite out of air
8) Gather equipment (stated at top)
9) Take everything inside

**Terra Kite Productions**

**July 2017**

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**Kite Flying Checklist**

**Inside**

1) Check weather
2) Check kite minimums and maximums
   a) Compare to weather
3) Gather equipment
   a) Kite
   b) Gloves
   c) Carabiner
   d) Anemometer (wind thingy)
   e) String
   f) payload
4) Check equipment (listed above) is in good working order
5) Data
   a) Make sure equipment is in working condition
   b) Set timers for data collection
   c) Make sure the time of day and shadows don’t prevent data collection
6) Assign roles for each person
   a) Pilot (sunglasses recommended)
   b) Launcher (sunglasses recommended)
   c) Catcher (sunglasses recommended)
   d) Spotter (sunglasses recommended)
   e) Observer (sunglasses recommended)
   f) Check list reader

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**NO ONE TOUCHES THE STRING WITHOUT THE PILOT SPECIFICLY TELLING THEM TO**

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7) Pilot put gloves on
8) Take everything/everyone outside

**Outside**

1) Go to an area that has been checked and cleared of any potential hazards (safety box)
2) Confirm weather report with wind thingy
3) Determine wind direction

**Launching**

1) Attach string to kite
2) Make sure string is free and untangled
3) Have the launcher walk kite downwind of the pilot
4) Launcher signals pilot that they are ready
5) Observers confirm area is clear
6) Pilot loudly counts down from 5 to 0 and visually signals launcher to launch kite
7) Launcher allows kite to catch the wind and releases kite
8) Launcher and pilot both but tension on the string
9) Pilot slowly lets out string (careful to not lose lift)
   a) Maintain a steep slope on string when trying to gain altitude
   b) If kite begins to drop, stop letting out string
   c) Tugs may be needed

**Back Inside**

1) Final inspection of equipment (stated at top)
2) Put equipment away, charge batteries
3) Take notes, record feedback and future necessities

**Emergency Checklist**

**Kite string breaks**

a) If downwind, run crosswind of runaway kite
b) Announce kite is loose
c) Take cover until kite crashes
d) Recover kite
e) Assess damage

**Birds**

a) Keep calm and fly on
b) If bird does not move away, move kite
c) If all else fails, try shouting
d) If bird survives verbal assault, reel in the kite and wait 10 minutes before launching again

**General Reminders**

1. Never stand under the kite line
2. Never fly near powerlines
3. If contact is made with a powerline, do no touch the line or kite
4. Never fly in extreme winds or stormy weather

**NOTES**