



VTCI Event Management Report

Copies of this report should be forwarded to the Regional Director and the Vice President, via e-mail, at two-month intervals; no later than the 15th of the month.

VTCI Region		Regional Director	
Host / Chapter		Chapter President	
Event			
Event Dates		Event Chairperson(s)	
Event Location			
Event Hotel		Event Chairperson Mailing Address & Telephone	
Hotel Address			
Hotel Telephone			
Hotel Contact		E-Mail Address	
Hotel Contract		Projected Attendance	

EVENT COMMITTEE MEMBERSHIP / RESPONSIBILITIES

Hotel / Banquet		Concours Judging	
Registration		Tours & Entertainment	
Treasurer		Parking & Security	
Hospitality		Merchandise	
Marketing		Other	

Committee Progress			
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Areas Needing VTCI / Regional Support			
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PUBLICITY & INSURANCE REQUIREMENTS

Event Registration Form	Available		SCOOP Publication Deadlines			
	On Website		Issue	Material Due	Issue	Material Due
Insurance Form Due			<i>Jan/Feb</i>	November 1st	<i>Jul/Aug</i>	May 1st
<i>... submit to VP 30-60 days prior to start of event</i>			<i>Mar/Apr</i>	January 1st	<i>Sep/Oct</i>	July 1st
Trophy Subsidy Due			<i>May/Jun</i>	March 1st	<i>Nov/Dec</i>	September 1st
<i>... submit to VP 30-60 days prior to ordering trophies</i>			<i>Materials must be in Word or Excel format; no PDFs. Send high-resolution photographs separately, via e-mail.</i>			

Other Comments					
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