

The VTCI Check List for Regionals and Internationals

I KEY PEOPLE – Event Committee

- A. The over all Event Coordinator and Planner
- B. The Treasurer
- C. The Registrar
- D. The Chief Judge
- E. the Social Events and Hospitality room Organizer
- F. The Support and Funds Raiser Organizer

II PRE-EVENT ORGANIZATION

- A. Set Dates, agenda and event location
- B. Set up separate event bank account
- C. Construct the event Registration Form
- D. Organize tours and fund raiser events as silent auctions, 50/50 drawings
- E. Design and locate awards source
- F. Send advertisement ads, event information / agenda, and registration form to:
 1. Regional Director to *VTCI* Vice President
 2. *VTCI* Editor for *VTCI* Media
- G. Request event insurance coverage through the Regional Director
- H. Acquire current judging forms
- I. Door prizes

III ONE WEEK PRIOR TO THE EVENT

- A. Full event registration closes, send registration information to:
 1. *VTCI* Executive Secretary
 2. *VTCI* Concours director
- B. Late registration and division change may continue until Friday before judging
However, participation is limited to DISPLAY DIVISION only for judging.
- C. Calculate and order awards
- D. Plan layout of judging field
- E. Order Banquet dinners

IV EVENT FUNCTIONS

- A. Registration Table
 1. Information packet
 - a. Agenda
 - b. Tickets to events and Banquet
 - c. Welcome letter
 - d. Judging sheets
 - e. Name tags, ID local clubs (Agenda on back)
 - f. Owner instructions and information for judging
 - g. Peoples choice ballots
 - h. Door prize number

2. Goodie bags
 3. Any special last minute changes and late registrations
- B. Wash Rack
 - C. Judges Seminar
 - D. Owners and judges briefing
 - E. Board of Director's Meeting (International only)
 - F. Dinners / Eat out mixers / Tours
 - G. Judging / Tally Room / Field runners
 - H. Judges Luncheon (funded by hosting chapter)
 - I. Door prize distribution (Do quickly by numbered prizes on a table)
 - J. Banquet

V **BANQUET**

- A. Cartale Hour (Cocktail Hour)
- B. Dinner and Desert (offer at least two choices)
- C. Entertainment (If Any)
- D. Speakers / recognition / drawings (Good PA is Important)
- E. Awards Ceremony (Chief Judge)

VI **POST EVENT REQUIREMENTS**

- A. Send event write-up and pictures to the *VTCI* Editor
- B. Mail out judging sheets
- C. Mail out Adjustment awards
- D. Send event membership fees and registration information to the *VTCI* Executive Secretary

VII **SUGGESTIONS / INFORMATION / REQUIREMENTS**

A. **Event Membership Participants:**

Anyone may attend a *VTCI* event; however there is a difference between current members and event member participants. Current members are active members of *VTCI* and have a *VTCI* member number. Event members are all others that are not active members of *VTCI*. They may participate in the event by paying an event membership fee. This gives them membership for that event only. They may judge, have their car judged, attend all meetings and receive a *VTCI* award. Event membership participants are **not** eligible for senior status in *VTCI*.

This EVENT MEMBERSHIP STATUS is extremely important because it is necessary to maintain insurance integrity and conform to the VTCI BYLAWS.

B. **The Hospitality Room**

1. Have VCR and TV to show videos
2. Have message board for all to use and post notices
3. Arrange for selling tables of smaller items
4. Door Prize table
5. Have displays as model cars
6. Beer and Wine: Many establishments do not allow beer or wine to

be brought into the hospitality room for a multitude of reasons; however discretion is the operative word when making this commodity available.

7. Sodas, Diet soda ,juices, water, and coffee are often popular with a variety of salty snacks, fruit and vegetables.

C. Name Tags

1. Encourage people to wear them at all times
2. Put the event agenda on the back
3. Put the Club affiliation on front
4. Use *VTCI* logo
5. Easy to wear
6. Identify *VTCI* Officers as Regional Directors / Chief Judge / President

D. First Timers

1. Identify who they are from registration.
2. Have a special meeting for them with a question answer session on Thursday evening with *VTCI* president or ranking *VTCI* Officer. Notify them by putting this in their information packet as to time and place.
3. Notify *VTCI* officer of this meeting time and place (Hospitality Room will do)