

Revised January 1, 2005

To the future host of a Vintage Thunderbird Club International convention:

This is a fairly complete list of things needed to have a successful convention. This is going to be very basic so please bear with me.

GENERAL:

Your reception people should have packages put together for participants and these should be handed out as people arrive. The packages should contain judging sheets for those members whose cars are being judged, but It is a good idea to have the Head Judge or his assistant sitting at the registration table and handing the judging sheets to the members as they arrive that way they can ask members in person if they will help judge. Also include in the packages any information you have in reference to car washes, convenience stores, auto parts store locations (near the hotel) with directions and even a detailed map if possible. It is very easy to get lost in a strange town, ESPECIALLY SOME OF THE BIG CITIES WHERE WE FREQUENTLY HAVE SHOWS. Include any welcome letter, and giveaways you have accumulated (pencils, pens, auto related items, etc). Make sure a detailed itinerary of the show activities is also included as listed in the "Scoop", members will forget to bring the itinerary. Include any tickets for events that are needed. Windshield identification cards need to be included. These are needed to identify the owner, the car number and the division the car is put in, even for Display only. Members should be sent a letter telling them their registration has been received; this is a good time to include that detailed MAP of how to get to the host Hotel.

PARTICIPANTS:

Several lists of attending members need to be supplied by the hosting chapter. A computer will probably be used to store and sort the information as it comes in on the registration form. The head judge needs a list at least a week or two before show time even if it is not complete. It would be helpful to have separate lists for each division, also a list of all Senior cars and whether they will be judged or not. He needs to know how many cars will be in each division: primary, senior, touring, drivers, modified, Late model and display. It would be nice to have an alphabetized list of everyone attending the show in the packet so everyone will get a copy. Include name, year of the car, home state, division etc, this information can be obtained from the registration form. The chief judge will also need a list of those members who volunteered, on their registration form, to help judge on Saturday morning. A notice should be included to tell judges they are expected at the judges meeting on Saturday morning or whenever it is held. The head judge will attempt to contact each volunteer personally as they arrive at the convention.

ACTIVITIES: Most hosting chapters offer outings on Thursday and or Friday. These side trips can include bus trips to car factories, private or public car collections, dinner theaters, boat cruises with dinners included, trips to casinos, or other local attractions. Saturday is usually reserved for judging however judging could take place on Friday. The awards banquet is held Saturday evening.

JUDGING SHEETS:

ALL cars except those in Senior Participation and the Display Division MUST have judging sheets in their packets, or handed directly to members when they register. VTCI judging sheets, to be used as copies, can be found in Volume 1 of the concours rules. BE SURE TO USE THE CURRENT VOLUME 1, DATED JANUARY 1, 2005, versions dated BEFORE 1/1/2005 are no longer correct.

Also make sure when you have these copied you only copy on one side of the page, the back is to be left blank. Judges can't "share" a sheet. The Drivers Division cars sheets include only those which pertain to the Drivers Division, do not include the engine compartment sheet or the trunk sheet. It says "Drivers Only" on those sheets. This continues with Senior/Primary, Touring, Late Model and Modified. Make sure every car has its own distinctive number, there is a sample numbering system at the end of this information. Have someone put this number on at the least the first judging sheet of each package. Have at least three extra sets of complete judging sheets for every Division on hand for last minute arrivals and those members who decide to change their Division, there will be some. Do not staple the sheets together, use paper clips. When we begin judging these sheets must be separated and staples tend to tear the paper. Instruct the participants to have the judging sheets available in their car on Saturday morning. Their names and car number should be on the first page and the car number on all the other pages. Members should be told to read the first page of the judging sheet and fill out their address and other information needed there. Judging will start on time and everyone must be ready and finished cleaning at the stated time. Someone should be assigned to walk through the concours field about ten minutes before the appointed time to begin judging to advise the members that the appointed time is near and all preparations MUST BE completed by that time.

NOTE: CARS MAY BE TRAILERED IN ANY DIVISION BEGINNING JAN. 2005 WITH NO PENALTY. THE ONLY PLACE TRAILERED CARS COME INTO PLAY NOW IS FOR BEST OF SHOW IN THE SENIOR/PRIMARY DIVISIONS

PEOPLES CHOICE BALLOTS:

These ballots are to be used by the members to vote for their favorite Display Division car. A sample is also in Volume 1 of the concours rules but you can make your own if you like. Each registration package should have one ballot included for the member to choose which car they like the best in each DISPLAY class. There is a space for five categories, the first being 1955 to 1957. The open and closed areas are for 1958 through 1966 birds. Another section of the ballot is for all cars from 1967 through 1997 and another section for the current models (2002 - 2005). There could be at least fifteen (15) display class trophies presented, if there are enough cars to fill the classes. Three for 1955 through 1957, three for open 1958 through 1966 open cars, three for closed 1958 through 1966 closed cars, three for cars from 1967 to 1997 and three for the current models (2002-2005). You may alter this arrangement according to the numbers of cars at the show, the number 15 is just a suggested number. The ballot will have only one place for each class, people will vote for only one car in each class, not three. Then the car with the most votes will be awarded 1st, the second most votes 2nd and the third, 3rd. A distinct color for the display car window sheet would help identify them as well as the same color of the ballot, say bright yellow, different from the judged cars. Park display cars together, away from the judged cars in order of year, 55 then 56 up to present. We always have people voting for concours cars instead of display cars, the different colored window card and ballot seems to help this problem. A box should be supplied for ballots on the judging field with instructions to deposit the ballot by 1 PM.

JUDGES:

It is necessary to have 7 judges for each 15 cars. The rules state that it should not take more than 10 minutes to judge a car but the time taken going over the sheets with the owner and finding the next car to judge will increase the total time to 15 to 20 minutes per car, not all judging time. Therefore 15 cars would equal 4 to 5 hours of work. If we start at 9 a.m. we could finish at 2 p.m. before it gets too hot. This is ideal; unfortunately most situations are not ideal. The judges will need breaks during the day and if the judging is going to continue after lunch, supply the judges with cool drinks. The hosting chapter should provide a light lunch for the

judges if judging will go into the afternoon. Sub sandwiches, chips and drinks are suggested. Pencils and clip boards are needed for each judge. Most members have a clip board at home, have them bring them in, put their names on them and they will get them back at the conclusion of the show. It would be handy if a 20' by 20' canopy (no sides) could be erected on the parking lot, if it rains you could do the judging under the tent and if it doesn't you could use it for shade, it is usually hot on parking lots. If you could find three young, slim members, who would be willing to volunteer to judge undercarriages that would be a big help. They should be supplied with a 3' X 6' piece of light plastic, carpeting or fender cover to lay on. This is probably one of the hardest parts of the car to judge.

Team captains run the judging. They do not actually judge but are in charge of each team. The team captain should be very knowledgeable about our system and the cars, he/she will be expected to answer questions from the judging team. A meeting with the head judge and team captains should be held the day before judging and a general judges/owners meeting on the day of judging. The team captains need to have specific instructions and detailed direction from the Chief Judge. The judges will be taking their lead from the team captain. The hosting chapter should supply at least one judging team (seven people) these can be ladies and even younger members (over 18), they won't necessarily be on the same team. Two people will be needed as runners, taking the judging sheets from the field to the tally room. These can be children (over 10) or any adult member. The chief judge or his assistant should be available on the field until all cars are judged and should personally check every set of judging sheets before they are taken to the tally room. If there are over 50 cars to be judged the chief judge may need an assistant to check the sheets for errors or omissions. The chief judge is responsible for the accuracy of the judging sheets and should check them before the banquet and prepare a list of winners. If you could contact Ford or a local dealer it would be nice if you could supply base ball caps for the judges, about 30 would be needed. A judge will not judge his/her own car, the team captain will step in if needed

TALLY ROOM:

Three or four people will be needed to tally the points. They will be required to be in the tally room from about 9:00a.m. to about 3 p.m. depending on the number of cars judged. The room should be large enough for them to work without getting in each others way. Several tables will be needed for the tally room. We have used hospitality rooms in the past; something near the parking lot is preferred. It is very beneficial if at least one of the talliers has some past experience in counting these numbers and takes charge. The chief judge should supply forms for the tabulation of the final standings. The chief judge will also oversee the final standings and check from time to time on the progress of the talliers. It is the chief judges responsibility to put the final awards list together and read them off at the banquet.

PARKING LOT:

An orderly parking lot is a must. We need to have plenty of room to open doors without hitting the member's car next door. The usual rule of thumb is two cars for every three marked parking places. Gray duck tape can be used to mark each place, just stick a small piece on the blacktop and write the number of the car on it with a black marker, or simply write the car number on the pavement with chalk, it will soon fade away. The cars should be separated into groups, Seniors being judged, Seniors participating and not being judged, Primary cars listed in year groups for judging purposes. Drivers, touring, late models and modified division cars. Display division, cars should be in a separate area and lined up by year, oldest to newest. **ALL SENIOR CARS SHOULD BE GIVEN PREFERENCE AND PARKED AS CLOSE TO THE HOTEL DOOR AS POSSIBLE AND JUDGED FIRST.** Judged classes are next and display classes are farthest from the hotel, there are reasons for this arrangement. The senior cars should be where everyone can see them and given

special status. Owners should be advised upon arrival where they are assigned to park and that they should use that space the entire time they are at the show, except when washing or servicing, of course. A map of the parking lot with spaces listed for each member would be helpful. Someone from the hosting chapter needs to be in charge of the parking lot and be available all day on Friday and Saturday until judging is over, try to keep spectators cars out of the judging area. There will be other hotel guests and local people who will want to drive through the show cars, don't let them. They are welcome to look at our show cars but not from their car, driving up and down the rows of show cars, and keep kids with bicycles out of the judging area as well. A car wash location at the hotel is needed with at least two (2) hoses and buckets for washing cars.

Awards:

Judging divisions are listed below, check volume 1 of the concours rules for a detailed explanation of each division and at the end of these instructions is a detailed list for your use.

1. Senior Participation (not judged, participation award) Thunderbirds that have attained a first place at a previous international show only, check the entries.
2. Senior Concours (fully judged) Thunderbirds that have attained a first place at a previous international show only, check the entries.
3. Primary Concours (fully judged) all 1955 to 1979 Thunderbirds
4. Touring (partially judged) 1955 to 1979 Thunderbirds
5. Drivers (partially judged) 1955 to 1979 Thunderbirds
6. Modified (fully judged) any year Thunderbird
7. Late Model (fully judged) 1980 to 1997 Thunderbirds
8. Display (judged by ballot of the participants)

Display is divided into classes as follows:

- | | |
|---------------------------|------------------|
| A. 1955-1957 all models | (1st, 2nd, 3rd) |
| B. 1958-1966 convertibles | (1st, 2nd, 3rd) |
| C. 1958-1966 hardtops | (1st, 2nd, 3rd) |
| D. 1967-1997 | (1st, 2nd, 3rd) |
| E. 2002-2005 | (1st, 2nd, 3rd) |

These classes may be altered according to the number and years of cars at the show.

Explanation:

All Senior Participation owners will receive an award which states "Senior Participation" and anything else you would like to put on the trophy. A check of the Senior winners list is needed, there are some members who think if they are old (over 65) their car qualifies for Senior Division, it has happened.

All Concours (full point judged) cars, both primary and senior, trophies will state "Concours Division" and then the place earned, first, second or third, and whatever else you would like to put on the award.

All other divisions' trophies should state which division they represent and the place earned, first, second, or third and whatever else the hosting chapter would like to add.

The specific wording on the trophies as I have outlined here is very important. Many chapters get a generic trophy and affix a metal tag on it to give to all winners, with different designations on the metal tag. It seems to simplify and cut costs. You will have to estimate the number of trophies you will need according to the number of registrations, this number should be known about a month before the show, however there are always a few members who do not register

until the last minute for whatever reason. There are a maximum of fifteen Display class trophies except for a tie. The trophies do not have to be the same as the others but can be. The wording on the trophies MUST be specific, as stated.

The hosting chapter may decide to have a "Best of Division" trophy, for each division, other than Senior/Primary; this is acceptable but not necessary.

There will be TWO BEST OF SHOW TROPHIES given from cars judged in the PRIMARY/SENIOR Divisions. One for best driven and one for best trailered and it should say "Driven" or "Trailered" on the plaque. At the yearly "International" convention the Best of Show Trophies must say "The Larry J. Seyfarth" Best of Show award, as proclaimed by the board of directors. You will have to monitor which cars are trailered either at the initial registration or from the registration sheets. The awards will be presented after the banquet on Saturday night.

HOSPITALITY:

I am sure you are concerned with taking care of the needs of our members. I don't know what you are planning in the way of snacks, drinks, or a hospitality suite. The only comment I have here is make sure you have plenty of soft drinks on hand and lots of DIET, don't run out. I am sure it will be hot and everyone will be constantly thirsty. When we did the show in Hannibal, Missouri we started buying 24 pack cans of soft drinks a month before the show as we found a sale. We had all kinds of brands and our members stored them at their homes and brought them to the show it worked out just fine. We paid for them out of our pockets, this may not work with you but it did for us. We found we could buy brand name soft drinks as low as three 24 can cartons for \$10. on sale, something to think about. You could also look into one of those big insulated containers filled with lemonade, the kind that holds about ten gallons and has a spigot at the bottom. I am sure that would be a big hit especially under the canopy on the parking lot.

BANQUET:

Some chapters have a head table and some don't, it is the choice of the hosting chapter. If there is no head table then a podium and microphone system are necessary located where all the members can see the speaker. All dignitaries should be acknowledged such as the club president, any chapter presidents, any other national officers, the people in your club who put the show together. The chief judge should personally thank the judges and talliers. They will be asked to stand at their tables as their names are read. A certificate of appreciation for each tallier and judge is a nice touch. If you have any door prizes to give away don't take a lot of time doing it. If there are enough prizes for every participant then put them in paper bags and pile them in a corner and let each table go en masse to get one. This will facilitate the activity. If there are limited prizes then devise a quick way of dispensing them. Some chapters raffle off a large item, some have even raffled off a car, some just give cash in the form of a 50-50 drawing, this is the hosting chapters choice. Someone from the hosting chapter needs to be designated as the official photographer to supply the club with pictures for the Scoop. A write up will also be needed including information about the show, and a list of the winners. I am sure you have read these show articles in past Scoops.

Use of the registration form designed by the VTCI is mandatory, it is complete and you will not have to worry leaving something out. We made it uniform and as simple as possible.

One final note, ALL cars judged must be owned by a VTCI member, or signed up at the start of the show AND ALL JUDGES MUST BE MEMBERS OF THE VTCI.

Please, Please, call the chief judge if you have any questions on judging. I am sure we are all going to have a great time.

JUDGING DIVISIONS

WE HAVE 8 DIVISIONS AVAILABLE TO OUR MEMBERS, 6 ARE JUDGED

1. SENIOR, Judged, same as Primary, are eligible for "Best of Show" These cars are previous first place winners at a past "International" convention. 7 judges needed
300 points, see note #1
2. SENIOR PARTICIPATION, NOT JUDGED, AUTOMATIC AWARD.
3. PRIMARY, Fully judged, eligible for "Best of show" 7 judges needed
All 1955 - 1979 cars entered should be lined up by year, older to newer
300 points, see note #1
4. TOURING, Partially judged, not eligible for "Best of Show" 6 judges needed
Only 1955 through 1979 Thunderbirds are eligible, whole car judged except undercarriage.
Cars may have certain modifications at no deduction, see volume one.
285 points, see note #2.
5. DRIVER, Partially judged, not eligible for "Best of Show" 5 judges needed
Only 1955 through 1979 Thunderbirds are eligible, Engine, Trunk and Undercarriage not judged. Modifications will be deducted.
200 point judging, see note #3.
6. LATE MODEL, Full judged, not eligible for "Best of Show" 7 judges needed.
Only 1980 through 1997 Thunderbirds are eligible. Deductions for modifications
300 point judging see note #1.
7. MODIFIED, Fully judged, 7 judges needed, not eligible for "Best of Show".
No deductions for modifications. All years are eligible.
300 point judging see note #1.
8. DISPLAY, NOT JUDGED, VOTED BY MEMBERS ON SPECIAL SUPPLIED BALLOT
CLASSES 1. 55-57
 2. 58-66 open
 3. 58-66 closed
 4. 67-97
 5. 2002-2005
Trophy eligibility is determined by members vote, first, second and third in each class.

DUE TO THE MINIMUM POINT SCORED RULE THERE IS NO NEED FOR CLASSES EXCEPT IN THE DISPLAY DIVISION

It is a good idea to put all the Senior/Primary, Drivers and Touring cars together, in other words all the 55-57 models within these Divisions together and all the 58-60 models together, etc. This makes it easier for the judges to find them since we use the same judging material for all of these divisions. Late models and Modified cars need to be separated from the other divisions. Keep the Senior Participation cars close to the other Senior cars, not with the Display Division.

NOTE:

TROPHY ELIGIBILITY

SENIOR, PRIMARY, LATE MODEL, MODIFIED

- #1 1ST PLACE 300 - 288 POINTS
- 2ND PLACE 270 - 287½ POINTS
- 3RD PLACE 250 - 269½ POINTS

TOURING

- #2 1ST PLACE 285 - 273 POINTS
- 2ND PLACE 272½ - 255 POINTS
- 3RD PLACE 254½ - 235 POINTS

DRIVER

- #3 1ST PLACE 200 - 192 POINTS
- 2ND PLACE 191½ - 180 POINTS
- 3RD PLACE 179½ - 167 POINTS

DISPLAY IS DETERMINED BY VOTE OF THE MEMBERS 1,2,3 IN EACH CLASS

EXAMPLE OF JUDGING TEAM

TEAM CAPTAIN:

EXTERIOR: _____

INTERIOR: _____

ENGINE: _____

UNDERCARRIAGE: _____

TRUNK: _____

SPECIAL ITEMS/OPERATIONS: _____

"SAMPLE" CAR NUMBERING SYSTEM: KEEP EACH GROUP TOGETHER

SENIOR/SENIOR PARTICIPATION	1 TO 99
1955-1979 PRIMARY/ TOURING/DRIVERS	100 TO 199
MODIFIED ANY YEAR	200 TO 299
LATE MODEL, 1980-1997	300 TO 399
DISPLAY	400 TO 499