

The Oldsmobile Club of America



“How to Host an OCA National Meet”

*A Guidebook of suggestions
for hosting an OCA National Meet*

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Published originally in 2003

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SECTION 1

INTRODUCTION

This document is designed to assist any prospective chapter to plan and execute a successful National Meet. Certain aspects are OCA requirements (proposal process, OCA judging, car show rules, reporting rules). Remember people come to a Nationals Meet not only to display their car, but to have a good time. In planning your activities consider the local flavor for entertainment.

Hosting a National meet requires a lot of work and close attention to details. It requires the host chapter members to work closely together for two years. It also requires the host chapter planning committee to coordinate planned activities with the OCA Board. You will have the full cooperation of the OCA Board.

The OCA Bylaws and Policy manual contains rules for holding an OCA National Meet. A chapter planning to host a National Meet should review the rules for a National Meet in the OCA Bylaws and Policy manual. Contact your OCA Zone Director for a copy of these rules.

Important Note:

The Oldsmobile Club of America will assist you in making contractual agreements with the host hotel. All contract proposals should be sent to the Oldsmobile Club of America President for review prior to signing any contract.

The local Chapter should not sign any contracts with the proposed host hotel or any other organization until the contract is reviewed by the Oldsmobile Club of America.

SECTION 2

LOCAL CHAPTER DECISION TO OBTAIN OCA NATIONALS

A local chapter's decision to host a National Meet requires close coordination of every aspect of the show between the host chapter National Meet Committee and the OCA Board of Directors through the completion of the event.

- Before undertaking an OCA Nationals you must first obtain a commitment from the membership of the local chapter.
- The first step in this process is to submit a questionnaire to the membership asking them to express their desire to host a national meet.
- Once the survey is complete the results should be presented to the club membership and a vote taken host the nationals. At this point the club president should select a national's chairperson or co-chairpersons.

SECTION 3

APPLICATION TO HOST A NATIONAL EVENT

A chapter wishing to host a National Meet must first submit a written request with the OCA Board of Directors at least two years prior to the proposed National Meet. **A Site Visit will then be scheduled for OCA representatives to inspect and approve the proposed site prior to presentation to the OCA Board of Directors.**

- An OCA National Meet Application consists of the following items:
 1. Completed OCA Meet Application
 2. Signed Letter of Agreement
 3. List of Members who will be working the meet with their OCA Numbers
- The completed OCA Meet Application may be submitted with brochures and/or a written summary of any planned details which may favorably support your application.
- Obtain videotape of the hosting city from the Chamber of Commerce for presentation.
- Prior to submitting your application and Letter of Agreement with OCA please read the Letter of Agreement carefully to be sure you understand all the aspects required of your chapter and National Meet Committee.
- It is important to emphasize your nationals meet at the nationals the year before. Ask for time at the end of the awards banquet to outline your plans and invite all to attend. Also have registration forms available.

SECTION 4

PRE NATIONALS ACTIVITIES

ORGANIZATION

It is suggested the nationals committee be divided into the following sub-committees. For your particular nationals you may add, subtract or modify sub-committees.

- Meet Chairperson(s)
- Treasurer/Budget Committee
- Registration Committee
- Entry Packet Coordinator
- Show Field Coordinator
- Security Chairperson
- Swap Meet Committee
- Judging Committee
- Sponsor/Advertising Coordinator
- Woman's Activities Coordinator
- Data Base Coordinator
- Awards Banquet Coordinator
- Welcome Party Coordinator
- Sight Seeing Activities Coordinator
- Transportation Coordinator
- Graphics Design Coordinator
- Hotel Meeting Coordinator
- Forms Design Coordinator
- Meet Magazine Coordinator
- Public Relations
- Drag Race Coordinator

Note: The following pages are separate for each committee chairperson. Copies can be given to each chairperson for future reference. It is suggested the originals remain a part of this document for use by the Meet Chairman.

MEET CHAIRPERSON

- The meet chairperson is the chief person in charge and will be the principle liaison between the National Meet Committees, the Host Chapter and the OCA President. It is advisable that the person selected as National Meet Chairperson be experienced in the workings of a National Meet and has attended several National Meets.
- The meet chairperson coordinates the planning process of all committees. At least two years prior to the actual meet date regular meetings should be held with committees formed and fully involved in the planning process. The Meet Chair is primarily responsible for securing a written agreement with the host hotel. **The hotel contract for "room nights" should have a provision to extend the number of room nights in the event the contracted amount sells out early.** There have been past National Meets that sold contracted room nights several months prior to the event date resulting in re-negotiating of the hotel contract. It is essential that the hotel be well informed of the magnitude of this event as well as being prepared.
- Have all your needs put in writing in the form of a contract. A copy of this contract is required to be submitted to OCA for review prior to signing.
- Make sure you contact the individual managers in charge of lodging, banquets, security, etc. periodically as hotel managers are often so eager to book the event that many important details are neglected or glossed over. Normally through the two plus years of planning some management changes can be expected. Do not allow changes in management to interfere or change your originally established program.
- Communicate regularly with the OCA President and OCA Board of Directors.
- It is the responsibility of the Meet Chairperson to preside over the awards banquet, including welcome and presentation of awards. The Meet Chairperson has the option to appoint a Master of Ceremonies for the awards banquet.
- Set Committee schedules.
- Monitor progress.
- Replace Chairperson(s), if necessary (Don't live with mistakes thinking things will improve).
- Monitor overall budget activities. Approve expenditures.

- The OCA President will supply a list of Board of Director members to the host hotel at least 6 months prior to the National Meet date. The host hotel should be advised to block 30 rooms for the Board of Directors. If this number changes, the OCA President will notify the hotel at the time a list of Board members is supplied.

- Time Frame: Active from the day appointed until the final reports are submitted to OCA.

TREASURER/BUDGET COMMITTEE

- The Treasurer must work very close with the Meet Chair as well as all committee chairpersons responsible for generating income or incurring an expense.
- The first job of the Treasurer is to prepare a flexible budget with the help of all planning committees. The Treasurer maintains the checking account with all receipts and bills being turned over to him/her. At the planning committee meetings the Treasurer gives a report; in the early months on the budget progress, in the later months on the actual financial records.
- Seed money from OCA is available. Any seed money needed is the responsibility of the hosting chapter, and is returned to OCA 30 days prior to the event.
- Record all registration entries with full accounting of the money sent in, i.e. Cars, banquet tickets, shirts, etc. and pass information on to registration, showfield and judging committees.

- Time Frame: Set up budget tracking system (in conjunction with Data Base Coordinator) prior to preliminary budgets. Set up checking accounts prior to publishing registration form. Full budget preparation and tracking one year prior to meet and during meet. Final financial reports due within three months after meet.

Notice To The Treasurer/Budget Committee

Relating to the Financial Obligation of
The Oldsmobile Club of America,
Inc.

To the Host Chapter, for this event.

As you prepare for this National Meet, there will be certain charges that you may feel The Oldsmobile Club of America is responsible for. There are some implied charges as outlined in this guide book. Such things as golf carts for the O.C.A. Chief Judge, Swap Meet Chairman and OCA President are accepted charges. Certain awards outlined in the O.C.A. Judging Manual for National Events may also be the responsibility of the O.C.A.

Any and all expenses related to this National Meet which will be invoiced to The Oldsmobile Club of America for payment, must be presented to the O.C.A. President, in writing, even if the expense presented is a bid estimate, no later than 30 days prior to the first day of the National Meet for OCA Board of Director approval.

All charges and financial responsibilities for The Oldsmobile Club of America should be known 30 days prior to the meet. In the rare occasion an expense occurs after the 30 day cutoff and that expense will be invoiced to O.C.A. the charge will have to be brought to the Board of Directors at the annual meeting at the National Meet for approval.

Any invoice for charges not previously presented and authorized, in writing, by the O.C.A. President and/or the O.C.A. Board of Directors, will not be paid.

REGISTRATION

- The Registration committee begins by working with the forms coordinator to design a registration form which should be reviewed by the full planning committee for possible input of ideas or revisions. They should also develop a system of checks and balances which will help prevent any oversights. A registration report, provided by the data base coordinator, should be at the registration desk at all times to show registered Oldsmobile's by class, record banquet reservations, tour or event reservations, and any souvenir pre-orders.
- A form letter of confirmation must also be developed to respond to all registrations and reservations received.
- The registration committee should consist of a minimum of a chairperson and six committee people to work the registration desk during the meet. These people have the greatest contact with the meet participants and must be well informed of all activities and a good knowledge of restaurants and activities in the area.
- If the decision is made to provide name tags, they should be provided for the entire family. If so, provide space on the registration form to indicate the names of people requesting name tags.
- Develop a budget for printing, mailing, etc.
- Develop a process to handle quick sign in and passing out registration packets.
- Have a separate "issue area" for registration that doesn't flow.
- Be able to make name tags for misspelled or otherwise wrong or missing tags.

- Time Frame: Most activities will be 2-3 months before actual event and through the end of the event.

ENTRY PACKET COORDINATOR

- One Chairperson and about five committee members to locate the items to be put in an entry packet (goodie bag) for each car show entry. A suggestion is to have a weekday meeting one evening just prior to the meet with all the members preparing these entry packets in an assembly line production.
- Have a process to issue the goodie bags and other items away from the registration area.

- Time Frame: Should start one year prior to meet to insure sufficient items for entry packet. Stuffing entry packets should be accomplished two weeks prior to the event.

SHOW FIELD COORDINATOR

- The show field coordinator begins by recruiting a committee of volunteers to assist in the initial show lot layout and guide each Oldsmobile into its assigned parking spot. They should all be familiar with the class layout of the show area. This committee is also responsible to prepare and place all markers for each registered Oldsmobile prior to the show.
- This committee is responsible for providing space for trailer parking and a car corral. If the trailer parking area is of any distance from the swap meet and car show, transportation of some must also be offered. A fee per trailer for the duration of the meet or per day could be charged to defray the expenses of security and/or transportation.
- Clean up of the show car field is a part of their responsibilities.
- Time Frame: Layout plan for show field, trailer parking, and car corral three months prior to the show.
- Need to be able to recognize if car is in wrong classification and report to the National Meet Head Judge for disposition.
- Trailer parking, car corral and other non-entry vehicles could have a separate committee so the Show Field Committee can keep focus on the show field.
- Alternate site for "other" vehicles needs to be controlled group with freedom to leave show field at any time. This may require posting someone at another area for control. Fees should be part of the budget planning and be included in the registration form.
- Time Frame: Layout plan for show field, trailer parking, and car corral three months prior to the show.

The Show Field Area:

- The Show Field layout will be coordinated with the OCA Chief Judge. The OCA Chief Judge will send the National Meet Head Judge a packet outlining judging rules and regulations. The National Meet Head Judge must communicate on a regular basis with the OCA Chief Judge.
- The space allocation size for each show car should be sufficient to allow doors of adjacent cars to be opened without touching each other. The OCA Judging standards require a minimum space size of 11' X 20'.
- The Show Field area should be adjacent to the host hotel and exclusive usage of the space should be part of the hotel contract. The contract must include a stipulation that the show field will be cleared of all non-show cars 24 hours prior to the first day of the meet.

Make sure the contract with the hotel state that the hotel is responsible to inform and control "other guests" of parking space restrictions during the national meet.

Loud music on the show field (DJ) is discouraged.

Music on the show field is strictly forbidden on judging day.

SECURITY

- The Security Chair is responsible to arrange for adequate security protection. Security guards should be provided for 24-hour protection beginning with the night before the first day of the meet.
- Time Frame: All security arrangements and personnel assignments in place one month before show.

SWAP MEET COMMITTEE

- Although OCA handles the Swap Meet, the hosting chapter provides volunteers to assist with local details. The hosting chapter must provide an adequate site for the Swap Meet, obtain permission from any site owner(s), and secure any local permits required. A committee of two volunteers who can work closely with OCA is needed.
- Time Frame: Layout and plan for swap meet space to OCA six months before show. Other activities one-month prior to show till show conclusion.

Swap Meet area:

The Swap Meet chairman will coordinate the swap meet location with the OCA Swap Meet Chairman. The site for the swap meet must also be contracted with a statement in the contract that the site will be cleared of non-swap meet items 24 hours prior to the first day of the meet. The contract should also include wording to protect the event in case of sale of the property or other unforeseen occurrence. If the area has grassy areas, consider having those areas mowed prior to the meet.

The Swap Meet should be located in close proximity to the host hotel to insure financial success of this function. If the Swap Meet area is separate from the host hotel property, consider shuttle transportation to the area.

The OCA Swap Meet chairman will have the final decision concerning the site of the swap meet area. It is suggested that an alternate site be investigated in the rare case that the original site is deemed unsatisfactory.

Coordinate security with the OCA Swap Meet Chairman.

It is the responsibility of the Swap Meet Committee to coordinate with the host hotel and the host city regarding any required permits or license for the swap meet. The OCA Swap Meet Chairman must be notified of any permits or license requirements at least 12 months prior to the National Meet date.

Many vendors use motor homes and stay in those units overnight during the event. The Swap Meet Committee should make sure that a swap meet site is selected that will allow vendors to use their motor home during the event.

JUDGING COMMITTEE

- One Chairperson is needed **who is knowledgeable in OCA Judging Rules**. This Chairperson (National Head Judge) is responsible for soliciting judges and planning their selected judging class assignments. Expect to need at least 80 judges to complete the judging of the show cars in the allotted time. The judges are solicited from anyone registered to attend.
- The Head Judge also needs a Tabulating Committee of approximately twenty people or more to tally and record all judging scores. This is one committee that utilizes a large amount of volunteers for long hours each day.
- Have tasks complete in time for inclusion in any JWO write-ups.
- Coordinate Judges meeting with OCA Chief Judge.
- The OCA Chief Judge will furnish the Head Judge an instruction manual and will work with the Head Judge to insure a quality show. The OCA Chief Judge will be in charge of the show field and judging. Any revisions to the established show field, judged classes and judging rules require the approval of The OCA Chief Judge.
- Time Frame: Car classes identified and other show judging activities communicated to the OCA Chief Judge six months prior to show. Other planning complete 3 months prior to show plus responsibility for show judging activities during the show.

SPONSOR/ADVERTISING COORDINATOR

- Responsible for obtaining sponsorship and advertising for the show.
- Works with the Meet Magazine Coordinator to assure the ads are included and properly placed.
- Time Frame: Activities need to be scheduled one year prior to show to assure commitment by sponsors in their budget the year of the show. Advertisements for show magazine to magazine coordinator prior to publication.

WOMAN'S ACTIVITIES COORDINATOR

- Responsible for organizing all women's activities. This could include a lunch and program at the host hotel. Antique and flea market shopping are an always-popular event for the ladies.
- Have tasks completed in time for inclusion in any JWO write-ups.

- Time Frame: Have events identified 18 months in advance of show for inclusion on all communications including the registration form.

DATA BASE COORDINATOR

- Responsible for establishing a meet database to track entry information, judging results, and works with the treasurer to establish a financial tracking system. The coordinator should work closely with the registration coordinator to provide the registration desk with a report of all people registered, what events they signed up for, and what souvenir's they ordered.
- Coordinate activities with Forms Design Coordinator.

- Time Frame: Data Base (s) complete 18 months prior to show for early entries after nationals prior to your show.

AWARDS BANQUET COORDINATOR

- Responsible for the awards banquet including entertainment and working with the hotel staff to provide adequate space and food. This event happens on the last day of the meet. The menu and prices must be agreed upon with the host hotel and included in the contract with the hotel. This is important so there is no misunderstanding. Most hotels require a seventy two-hour advance notice for attendance numbers.
- Arrange for assigned seating prior to the banquet. Utilize boards showing the table arrangements and the number of people at each table along with a sign up sheet. These boards should be posted in the host hotel several days prior to the banquet.
- Two tables (seating 8 persons at each table) should be marked "**RESERVED**" near the podium area. One table will be occupied by the OCA Executive Board. One table will be occupied by the OCA Chief Judge, the OCA Swap Meet Chairman and their coordinators from the upcoming year's National Meet.
- If you are providing the table decorations be sure you have them in plenty of time and in sufficient quantity.
- It is the coordinators responsibility to secure entertainment such as a band or speaker. The remainder of the program, welcome, presentation of awards, etc. is the responsibility of the meet chairman and the National meet head judge.
- Time Frame: Cost information for preliminary and final budget. Other activities and program identified six months prior to event.
- Have personnel available to assist in locating tables, taking tickets as well as providing extra seating for those who do not eat dinner.
- Have someone available to explain seating "sign up" process during scheduled sign up times prior to the banquet. **Know how many "open" seats you have and where they are !!!**
- Reception one hour before the banquet with a cash bar. Entertainment is optional but recommended.
- Time Frame: Cost information for preliminary and final budget. Other activities and program identified six months prior to event.

WELCOME PARTY COORDINATOR

- Provide a welcome party for the meet. The party is usually held on the second evening in the ballroom of the hotel. A band, snacks, and a cash bar are provided. This format provides entertainment and allows people to get acquainted. OCA may wish to hold an auction at this event.
- Time Frame: Have event planned in time for inclusion in JWO write-ups.

SIGHT SEEING ACTIVITIES COORDINATOR

- A chairperson and at least two volunteers are needed on this committee. Every region has points of interest and activities which are unique to that specific area of the country. Once the program(s) to be offered have been determined, secure a signed contract between the meet committee and the Program Company. Be sure all aspects of your planned event are in writing.
- A copy of any contract is to be submitted to OCA. Do not overbook any tour or event you plan.
- Have task completed in time for inclusion in any JWO write-ups.
- Select bus service carefully!!! Make sure drivers are properly screened and the company is reliable. They should have their own busses, not borrow or lease from other companies. Avoid a disaster here.

- Time Frame: In place in time to be included on registration form.

Transportation Coordinator

- Responsible for all transportation for the meet. Items to consider are golf carts for use around the hotel during the meet. You will find the use of golf carts saves a lot of time for meet officials and provides a convenient means to transport people, collect trash, and haul items during the meet.
- Another transportation need may be shuttle bus service to and from satellite hotels and shopping facilities. Transportation which already exists should be considered.
- Coordinate with the Sight Seeing Activities Coordinator.
- Time Frame: Cost date in time for preliminary budget. All other details complete three months prior to show
- **All bus transportation should be handicap accessible.**
- The Transportation Coordinator will work with the Drag Race Coordinator to insure appropriate bus transportation.

GRAPHICS DESIGN COORDINATOR

- Responsible for the design and acquisition of all trophies and dash plaques for the show. Responsible for designing the show art work and ordering T-shirts, hats, and other clothing to be dispensed during the show. A presentation of the trophy samples with prices is recommended at a general committee meeting to select the most suitable trophy. Please remember to provide a copy of any contract secured to OCA.
- Souvenirs may be offered as a pre-paid item in the registration form. This will assist in placing the order
- Time Frame: Cost of spirit items in time for registration form. Designs complete 18 months prior to show and items on order in time for delivery prior to the show. This time frame also allows inclusion in the promotional material and forms.

Note: The acquisition of trophies, dash plaques, t-shirts, etc. could be assigned to the Meet Chairperson(s) committee based on the number of entries and expected attendees.

Hatpins might be part of the Goody Bag contents.

HOTEL MEETING COORDINATOR

- This person is responsible for coordinating with the hotel to provide rooms for meetings during the meet. This responsibility may be assigned to the meet chairman or another coordinator who is working closely with the hotel.
- Survey all visiting “groups” and special chapters to see if they will need meeting rooms. Special chapters should pay for any set-up fees or refreshments.
- Set for technical seminars should be worked with seminar organizer. (Example: Joe Mondello)
- Time Frame: Complete three months prior to the show.

The following meetings must be included in the schedule:

- The OCA Board of Directors meeting will be held on Thursday at 9:00 AM. The meeting room should accommodate a minimum of 50 persons. Set up of the room should be arranged by the hotel to include a podium with an 8 foot table on each side to seat two persons on each side. Audience seating for the Board of Directors shall be either auditorium style or set with tables.
- The OCA General Membership meeting will be held Saturday at 2:00 PM. The meeting room should accommodate a minimum of 100 persons.
- The OCA Judges meeting will begin at 8:00 AM on Friday prior to judging. Judging then will begin at approximately 10:00 AM.
- The Awards Banquet will be held on Saturday evening.

FORMS DESIGN COORDINATOR

- Responsibility for the design and printing of all forms used during the meet. Included are the registration form, providing copies of the OCA judging form, and any other forms required.
- Have task completed in time for inclusion in any JWO write-ups.

- Time Frame: Registration form 18 months prior to show. All other forms as needed by other coordinators, but no later than three months prior to show.

MEET MAGAZINE COORDINATOR

- Responsible for generating the meet magazine. The coordinator is responsible for the contents of the magazine including ads, welcome letters from the mayor of the city and the state governor, schedule of events, car classes and entry names, the event committee members, local club officers, swap meet vendors, and goodie bag and raffle contributors. Other items may be added or some of the suggested items may be deleted.
- Need to find a reliable printing firm who can guarantee delivery ON TIME. Need to set cost/income budget goals EARLY. Watch for special advertisers who will pay premium for back cover or other special locations.
- Set price for ads early and get in local companies advertising budgets through Chamber of Commerce, etc. Many companies plan their advertising budgets one fiscal year in advance.

- Time Frame: Submit cost for preliminary budget. Publish magazine one month prior to show.

PUBLIC RELATIONS

- Responsible for any press releases and working with local organizations such as the chamber of commerce, the mayors office, tourist bureau, and any other organization which may provide outside assistance.
- Time Frame: Most work complete prior to show and depends upon local media and other organization requirements.

HOTEL REQUIREMENTS

Perhaps the most critical decision to be made after the decision to host the OCA nationals is selection of a host hotel. You might think this will be one of the easier tasks, but it isn't. It might take you six months to select a hotel and sign a contract with them. For the 1999 nationals in Dallas thirteen hotels were considered and nine hotels were visited. The big problem will be finding a hotel to meet all requirements of an OCA National Meet; several hotels will have indoor requirements, but only a few will have the outdoor requirements. You will find this true in most metropolitan areas due to the high cost of land.

- Generally the hotel contract will be signed two to three years prior to the nationals. You must be specific during your discussions with the hotel, obtain a written contract outlining all your requirements, and amend the contract in writing as new requirements emerge so there is no misunderstanding.
- Before approaching prospective hotels put together a hotel requirements package to present during discussions.
- Listed below are items that should be included in any hotel contract.
 - DATES OF OCA NATIONALS.
 - CHECK IN AND CHECK OUT TIMES.
 - ROOM RATES AND DURATION OF RATES.
 - ROOM RESERVATIONS AND PAYMENT TO INDIVIDUAL ACCOUNTS.
 - CATERING CHARGES TO A MASTER (CLUB) ACCOUNT.
 - NUMBER OF PARKING SPACES (1-1/2 SPACES PER SHOW CAR).
 - NUMBER OF SWAP MEET SWAP MEET SPACES.
 - NUMBER OF TRAILER PARKING SPACES.
 - DAILY LISTING OF NATIONAL ACTIVITIES ON HOTEL MONITORS.
 - REQUIREMENTS FOR SPECIAL ROOMS SUCH AS HOSPITALITY ROOM, ETC.
 - AGREEMENT ON NUMBER OF ROOMS BLOCKED FOR THE NATIONALS AND NUMBER OF CUMULATIVE ROOM NIGHTS.
 - MEETING ROOM RENTAL WAIVED IF CUMULATIVE ROOM NIGHTS ARE MET.
 - NUMBER OF COMPLIMENTARY ROOM NIGHTS BASED ON CUMULATIVE ROOM NIGHTS.
 - ANY HOTEL BID SUPPORT AT PRIOR OCA NATIONALS SUCH AS A HOTEL VIDEO, BROCHURES, AND ON SITE PRESENTATION.
 - PROVIDE AN ON-SITE RESERVATIONS NUMBER AT THE HOTEL. DON'T USE NATIONAL RESERVATION NUMBERS.
 - A CANCELLATION CLAUSE. CONTRACT WORDING SHOULD PROTECT THE EVENT AND THE CHAPTER IN THE CASE OF SALE OF THE PROPERTY OR OTHER UNFORSEEN CIRCUMSTANCES.
 - AREA FOR WASHING CARS INCLUDING WATER AND HOSES.
 - HOTEL TURNS OFF AUTOMATIC SPRINKLER SYSTEMS DURING SHOW.
 - ALL BANQUET AND MEETING FOOD/BEVERAGE PRICES BE QUOTED INCLUSIVE OF TAX AND GRATUITY.
 - AGREEMENT THAT HOST CLUB CAN PROVIDE THEIR OWN AUDIOVISUAL EQUIPMENT OR RENT FROM AN OUTSIDE SOURCE.
 - HOTEL WAIVE BARTENDER/CASHIER FEES BASED UPON BAR REVENUE.
 - HOTELS PROVIDE COMPLIMENTARY MEETING SPACE (DURING OFF-PEAK TIMES) FOR NATIONALS COMMITTEE PLANNING MEETINGS PRIOR TO THE NATIONALS.
- In addition to the host hotel, sign up three or four overflow hotels. This insures a source of additional rooms plus a possible source of complementary rooms. DO NOT PUBLISH THESE UNTIL THE HOST HOTEL IS FILLED. Provide information to the Host Hotel so they can send registrants to correct overflow locations. (You can also get comp rooms and special rates at overflow hotels)

FINANCIAL

- The first process is to have the sub-committees cost out all areas of expense. Cost commitments are necessary before prices to be charged can be set, and the cost commitments should be in writing whenever possible.
- All expense areas should contain an amount designated for miscellaneous expenses. These miscellaneous expenses allow some flexibility.
- The Meet Treasurer should maintain a daily record of all income and expenditures.
- When setting prices for events or activities being offered during the meet, try to anticipate a realistic number of participants. Consider all the expenses which may be involved.
- The first activity, which all members of the planning committee should participate in, is soliciting for sponsorship funds and/or advertising income.
- Another source of financial support is contacting local companies. Support may come in the form of money or items for the raffle. Companies whose business is car related are your best bet.
- Most hotel contracts include a cancellation clause whereby you have financial liability to the hotel in the event the meet is canceled. This liability increases the closer you get to the event date. To cover this liability the chapter should purchase event cancellation insurance.
- Three financial tracking systems are recommended for a national's event. The first is a budget program. Microsoft access is good software for this program. A sheet is set up for each committee and from this sheet a budget for that committee.
- The second tracking system is for registration tracking. This program can be established on Microsoft Access or Microsoft Excel and provides tracking for each registration. It should list the registration information including name, cars registered, the activities they purchased such as trailer parking, spirit items, local events, ladies luncheon mixer, awards banquet, and souvenirs.
- The meet treasurer should establish an overall cost tracking system. Microsoft excel is a good software. It not only tracks income from registrations but all other sources. It should list all expenses incurred and results in an accurate accounting of the finances of the nationals.

JUDGING

The head judge is responsible for securing sufficient Field Judges and materials to fairly judge all designated entries. He is responsible for handling all controversies concerning judging and class assignments. After the judging, he is responsible for summarizing the judging results. He must work closely with: The Car Show Chairman, The Field Chairman, The Awards Chairman, The Head Scorekeeper and the Registration Chairman. All of his efforts must be in compliance with the National Judging Instructions.

REVIEWING RULES

- The OCA Chief Judge will furnish a Head Judge's Manual to the Head Judge. The Head Judge must thoroughly familiarize himself with National Car Show Rules, National Judging Form and National Judging Instructions in that manual.

CLASSES

- He must establish classes in accordance with the National Car Show Rules. The classes should be published in J.W.O. no later than the issue in which the first meet application appears. Be sure to give yourself time. In order for your information to appear in J.W.O. be prepared to notify the editor at least 45 days prior to the month in which the information will appear. Plan on a repeat publication at least once. A description of all classes accompanies each registration application that appears in J.W.O.

REGISTRATION INFORMATION

- The information compiled by the Registration Committee helpful to the Head Judge should list the name of the event, the registration number, the year and model of the vehicle and the class in which it has been entered.

SUPPLEMENT

- He may wish to write a Rules Supplement for this particular meet. Many items of information and procedures must be disseminated that are appropriate to this show only. Said Supplement must be coordinated with the other chairman and must not conflict with National Car Show Rules.

SHOW SITE SELECTION

- Be sure the site selected will adequately accommodate the anticipated number of cars to be shown. Cars for sale should not be permitted on the concourse except those registered for the event. For sale information display sign restrictions (i.e. size of sign) should be included in the registration packet.

SHOW SITE LAYOUT

- An effective way to lay out the show site is by arranging classes and cars within each class by the oldest first, the newest last. This provides continuity from one class to the next. Attempt to leave an empty space at each end of a Class. Miss-classing will occur and this will allow for it. The exact location of each entry on the site can be accomplished by using a pie plate. Preservation seniors should be arranged within their respective senior class.

WINDOW CARDS

- Different colored Window Cards must be used for Junior, Senior and Preservation Seniors.

CAR CLEAN UP AREA

- Must be provided for at least three cars (minimum) at a time.

AWARDS

- R.E.O. AWARD: It should be selected from among the Best of Class winners and best typify an Oldsmobile that has been restored or preserved. It may not be from Modified or Street Stock.

LONG DISTANCE AWARD

- This entrant must have been driven (not trailered) to the meet and coupled to its age. See application enclosed.

HEAD JUDGES AWARD

- Must be selected from among the Best of Class winners. A suggestion is to use the Best of Class entries whose owners were also Judges. This makes the selection easier; however, the entire field is a candidate.

OLDEST DRIVER

- This person must have driven to the event in an Oldsmobile and the selection can be made using the accompanying Form.

YOUNGEST DRIVER

- Same as above.

FARTHEST TRAVELED

- Optional. You may have an international visitor.

JUDGES MEETING

- Plan to meet with the Judges prior to judging to explain judging information, hand out clipboards pencils (NOT PENS), a Concourse Map, and Judging Assignments and to introduce teams to one another. You may have as many members on a team as you desire. ONLY ONE TEAM MAY JUDGE A CLASS. A TV/VCR must be available. Window cards which identify entrants as Judges should be made available which explain that the owner of the entry is a fellow Judge. This meeting is always held the morning of judging. Provide a light breakfast at this meeting and keep the meeting in an upbeat mood.

JUDGES RECOGNITION

- Do not give caps to the Judges. Badges, Ribbons, T-shirts are appropriate. Ball Caps are part of the National Judging Recognition Program.

LATE REGISTRATIONS

- This should not be allowed after an advertised cutoff date. Suggest the "late" entrant be allowed to Display only and still pay his entrant fee.

REGISTRATION IN JWO

- A Listing of National Classes and a description of Classes must accompany your committees Registration Form in JWO. It must ask if the entry is a Junior, Senior or Preservation Senior.

POSTING AWARDS

- Awards should be posted prior to distribution of the awards and the class awards distributed prior to the Saturday banquet. Best of class, the R.E. Olds and other special awards are presented at the awards banquet. However, Best of class winners also get first place awards to prevent announcing B.O.C. winner prior to the banquet.

TABULATING JUDGING RESULTS

- Adequate time to tabulate the judging results should be carefully planned. Consequently, it is recommended that the judging be done prior to Saturday. It is recommended that Judging forms not be returned to the owners until after the meet.

JUDGING RESULTS

- For persons wishing to obtain a copy of their judging form, a convenient way of handling this is to have each person self address an envelope made available at the meet. In addition to their name and address, their registration number and class should be put on the envelope. Postage can be sold or provided by the meet.

Other Chapter Considerations:

- Walkie Talkies for key workers
- Secure area for charging golf carts overnight.

MEET SUMMARIZATION

- After the Meet you must summarize the results and provide a copy to at least the National Head Judge and to the editor of J.W.O. A list of all Judges must be forwarded to the National Head Judge.

SECTION 5

ACTIVITIES DURING THE NATIONALS

MEET CHAIRPERSON(S) LIST

- Be Visible. Keep Cool -Things will work out
- Arrive at least one (1) full day before event begins. Hold a Final Review Meeting to see where you need to get help or make adjustments.
- Ask as many coordinators as possible to check in early or at least make the "Final Review Meetings".
- Plan to be at the event until the last entrant checks out.
- Have a back up in case of your absence.
- Meet with Hotel Personnel to be sure everything is still on schedule.
- Clear the Field Show of non-entrant vehicles. (MUST be in the Hotel/Facility contract)
- Make sure the show field is properly isolated and there are directions for early arrivals. (Where to park, etc. before going to assigned parking spot.)
- Meet with Committee Coordinators to review schedule. (Depend on the Coordinators to handle their responsibilities.)
- Meet with OCA Swap Meet Coordinators to be sure things are going smoothly.
- Prepare a check-off list and go over each item with the appropriate Coordinator
- Have full time communications capabilities with major committee coordinators.
- Work out any issues with Hotel Personnel.
- Work out any issues with Committee Coordinators
- Coordinate with a local Drag Race track for a race on Friday evening. This can be either an eighth mile or quarter mile track.
- Coordinate with the arrival of OCA officers to show them around and see that they are settled in.
- If they have any questions or recommendations work with them to see that things are resolved.
- Coordinate with Swap Meet personnel to see that they have set up space and a golf cart assigned.
- Make sure that Host Club members are easily recognized and have a name tag.
- Try to have a pre-meet party for all workers to let everyone know that you appreciate their hard work. This is also a good time to inform everyone of registration numbers or any other final information.
- Help entrants with check out problems if you can. Say "Thanks for attending."
- Work out any issues with the Hotel Personnel before and during the meet. Know who to contact 24 hours a day.

Section 5 continued

Things that should be in place prior to the first entrant being placed on the Show Field or in a Swap Meet space.

- Show field layout completely marked.
- Swap Meet area properly laid out. (By OCA swap meet group)
- Golf carts in place w/batteries charged.
- Car wash area set up for 5 -6 cars with good drainage and a place to dry cars.
- All registration and greeting areas properly marked. (by registration Committee) (Signs are important)
- Areas with posted schedules defined. (Hotel should post scheduled events and locations.)
- All trophies and awards should be on site and locked up.
- All registration information and entrant's handouts should be on site and locked up.
- Communication equipment (walkie talkies) should be checked out to see that it works properly.
- A list of responsible individuals should be posted so entrants can contact them if there are questions or issues.

A Typical Schedule of events for a National Meet is printed on the following page. This schedule is printed as an example only.

OCA NATIONALS
TYPICAL SCHEDULE OF EVENTS

WEDNESDAY
1ST DAY
REGISTRATION/INFORMATION DESK OPEN NOON TO 9:00PM
SWAP MEET OPENS NOON TO 6:00PM
OCA BOARD OF DIRECTORS MEETING – 8:00 AM TO ____.
SHOW FIELD OPENS AT NOON FOR CAR PLACEMENT
MODEL CAR DISPLAY ROOM OPEN NOON TO 4:00PM
RAFFLE TICKET SALES NOON TO 9:00PM
HOSPITALITY ROOM 7:00PM TO 10:00PM

THURSDAY
2ND DAY
REGISTRATION/INFORMATION DESK OPEN 8:00AM TO 9:00PM
SWAP MEET OPEN 7:00AM TO 6:00PM
SHOW FIELD OPEN 8:00AM FOR CAR PLACEMENT
MODEL CAR DISPLAY ROOM OPEN 10:00AM TO 4:00PM
RAFFLE TICKET SALES NOON TO 9:00PM
CAR CORRAL OPEN 8:00AM TO 6:00PM
BANQUET TABLE SIGN UP 9:00 TO 11:00AM/1:30 TO 3:30PM
LADIES LUNCHEON 12:00 NOON
JOE MONDELLO OLDSMOBILE SEMINAR 3:00PM
CHAPTER MEETING 5:PM
SOCIAL MIXER/MUSIC 5:30PM TO 7:30 PM

FRIDAY
3RD DAY
REGISTRATION/INFORMATION DESK OPEN 8:00AM TO 4:00PM
SWAP MEET OPEN 7:00AM TO 6:00PM
SHOW FIELD OPEN 8:00AM FOR CAR JUDGING
MODEL CAR DISPLAY ROOM OPEN 10:00AM TO 4:00PM
RAFFLE TICKET SALES 8:00AM TO 4:00PM
CAR CORRAL OPEN 8:00AM TO 6:00PM
BANQUET TABLE SIGN UP 9:00 TO NOON
JUDGES BREAKFAST/BRIEFING 7:30AM
CAR JUDGING AND SCORE TALLY
OCA CHAPTER MEETING 3:PM
DRAG RACE AT AREA TRACK...SUGGEST BEGINNING AT 6:00 PM.
HOSPITALITY ROOM 7:00PM TO 10:00PM

SATURDAY
4TH DAY
REGISTRATION/INFORMATION DESK OPEN 8:00AM TO 4:00PM
SWAP MEET OPEN 7:00AM TO 4:00PM
OCA GENERAL MEMBERSHIP MEETING 9:00 AM
SHOW FIELD OPEN 8:00 AM TO 4:00PM FOR CAR DISPLAY
MODEL CAR DISPLAY ROOM OPEN 10:00AM TO 4:00PM
RAFFLE TICKET SALES 8:00AM TO NOON
RAFFLE DRAWINGS 1:00PM
CAR CORRAL OPEN 8:00AM TO 4:00PM
CHAPTER CHATTER 10:00 AM TO NOON
1ST, 2ND & 3RD PLACE AWARDS PICKUP 3:00PM TO 5:00PM
SOCIAL HOUR/AWARDS BANQUET 6:00PM TO 10:00PM

SUNDAY
5TH DAY
GOODBYE TO NATIONALS PARTICIPANTS 8:00AM TO NOON:

TREASURER/BUDGET COORDINATOR

- Have cash or checks available for expenses during the event.
- Oversee late entries if they are allowed.
- Collect funds from sales of spirit items, raffle tickets, etc. on a scheduled basis
- Keep inventory of items for sale and information on all sold items.

REGISTRATION COORDINATOR

- **Post the schedule when you will have someone available in the registration area.**
- Assign a committee to make and place signs around the hotel area guiding attendees to the registration site.
- Have several assigned jobs for your committee with different stations for registration, entrant's packets, T-shirts, and event tickets.
- Have a plan to easily move entrants through the process.
- Needed at registration time:
 - Registration package
 - Spirit items (Shirt, Hat pin, Goody bag)
 - Confirmation of any extra activities purchased. (Tickets, instructions, etc)
 - Meet magazine
 - Special instructions
- Have someone assigned to handle the exceptions, questions, and errors, away from the main stream entrants.

SHOW FIELD COORDINATOR

- Once the entrants start to arrive keep control of all traffic in or out of the areas.
- Use a barricade at all entrances to keep out casual or non-participant traffic.
- Have the Show Field marked with easily identified markings.
- Have volunteers to help entrants get to their parking spots. You will need a golf cart for this.
- **DO NOT let entrants unload trailers in the Show Field area.**
- Have a designated area for entrants that are not pre-registered. (If you allow them.)
- Keep track of all entrants when they sign in. Show that they have arrived.
- If entrant is going to use his car during show be sure to provide authorization pass to exit/enter.

AWARDS COORDINATOR

- Arrange with Hotel Coordinator to have a place to store and lock the awards.
- Provide information to entrants on where and how to pick up their awards.
- Develop a plan to hand out the 1st, 2nd, and 3rd place awards on Saturday after the judging is complete and the score sheets tabulated. This should be coordinated with the Head Judge to make sure the information is posted where the entrants can easily determine which award they will receive. Be sure to have a method to check off when awards are handed out. If someone other than the participant picks up the award, make sure he or she signs for the award.
- If an award is given to someone other than the award winner, make sure they are authorized and ask them to sign for the award. You might want to check an I.D.

WELCOME PARTY COORDINATOR

- Room or area for Welcome Party should be identified with enough people assigned to take tickets to get the people in the room quickly. Restrict entry to one or two locations if it is a paid event.
- Be sure the Hotel Personnel keep the refreshments available per the pre-event plan.
- Have Host Club people available throughout the party to help when needed.
- If there is entertainment coordinate the set-up breaks, and closing.

TRANSPORTATION COORDINATOR

- Make sure Golf Carts are available for the entire event. Have an assignment sheet so you know who is authorized to use the carts.
- Be sure they are checked in each night to get batteries recharged.
- Post schedule transportation for off-site events, tours, etc.
- Make sure people know schedules for departure and return.
- Make sure pick up areas are identified properly.
- Have phone numbers available in case someone gets separated from the group.
- Assign someone from the Host Club with each group, busload. This person should take care of group tickets and interface with the event personnel.
- If trailer parking is not near the Show Field or Host Hotel arrange for a Host Club member or someone else to assist with getting back and forth to the trailer parking.
- Provide identification for entrants with trailers parked in the designated areas.

SECURITY

- Arrange for security for the Show Field area from dusk to dawn. More hours if you believe it to be necessary.
- Check with Hotel to see if their evening security will be doing any outside monitoring.
- Arrange for security for the Swap Meet area from dusk to dawn.
- Be sure the security personnel can reach you in case of a problem.
- Provide communication equipment if necessary.
- Arrange for security for the trailer parking area. If it is secured by fences, be sure to have someone available to let entrants in and out.
- Set schedules and have emergency plan to provide access to the secured areas.
- Check entrant passes for cars or trailers when they enter or leave the areas. Have trailers and tow vehicles sign in and out on a log sheet. Keep vehicle license numbers.

HOSPITALITY ROOM

- If the Host Club provides a Hospitality Suite during the show be sure to publicize along with the hours each day.
- Have someone representing the Host Club present in the room at all times to visit with entrants, answer questions, make sure the area is kept neat.

EVENTS COORDINATOR

- Have a specific "information board" with schedules, locations, and Host Club names for each event.
- Have a Bulletin Board area for entrants who want to buy or sell tickets because of changes in plans. Do not get involved in the actual transactions any more than necessary.
- Contact the transportation companies, tour areas, and event areas prior to the actual event to be sure that nothing has changed from the planned schedule.

CAR WASH AREA

- This area should have good drainage and enough room for at least 5 - 6 Oldsmobiles. The traffic pattern should be such that there is easy access in and out.
- The Hotel will probably provide old towels for washing and drying if you discuss with them 10 to 12 months in advance. (Ask when negotiating the contract if there is an opportunity for the hotel to do this.)
- Have a designated person who is responsible to police the area.

SPECIAL MEETINGS COORDINATOR

- The Board of Directors meeting will be on Wednesday at 8:00 AM and will require a meeting room for at least 50 people with water set ups, coffee, tea, or other drinks. Snack food is optional.
- The General Membership Meeting is normally scheduled for 2:00 PM, or earlier, on Saturday and can be the same room if it is large enough. Estimate 100 members will be present. Coordinate the exact time with the OCA President. This meeting may take place at another time if agreed to by the OCA Board and Host Chapter. The schedule must be worked out before the Meet Activities Schedule is first published.
- Special Chapter Meetings will have been decided during the OCA National schedule development. Rooms for the special Chapters or on-site Seminars need to be checked out by a Host Club member prior to the meeting time. Be sure to have any presentation equipment required for the meetings. (This should be paid for in advance by the Chapter or Seminar Group unless otherwise arranged.)

DRAG RACE COORDINATOR

- Coordinate with a local Drag Strip for a Friday evening race.
- Coordinate with the OCA Race Coordinator concerning all race plans including start time for the race.
- Coordinate with the tour bus company used for tours and cruises for bus transportation to the race track.

Race NOTE:

- If the track is within a 30 minute drive of the host hotel, one or two buses can be used for shuttle service back and forth between the hotel and the race track.
- If the track is more than 30 minutes away from the host hotel it may be necessary to hire more buses to take spectators to the track and wait until the race is over.

SECTION 6

POST NATIONALS ACTIVITIES

In an effort to assist future hosting chapters, it is requested that a report be filed with the OCA President within 90 days of the ending date of this National Meet. This report should include, but is not limited to, the following:

1. A note of any item within this guide that you feel should be changed, along with suggestions for that change.
2. Specific problems you may have encountered with this National Meet. Such as hotel, event registration, etc.
3. A list of estimated expenditures for the event. This will be used as a guide for future chapters. A full financial report of the event is not necessary nor is it being requested.

The show field committee and any other members, who wish to assist, should make certain the show field is cleared of trash and signage. Prepare for "lost and found" items left in the show field area.

Section 7

Contracts and Forms

Samples of Forms are available upon request

The Oldsmobile Club of America, Inc.

Keeping the Oldsmobile Legacy Alive

Application to Host an OCA National Meet

The _____ Chapter of The Oldsmobile Club of America is making application to host an OCA National Meet at the following location.

Proposed Date/s of the National Meet would be _____

A proposed contract with the _____ hotel in

_____ is enclosed.

City

State

_____ Date: _____

Chapter President

Zone Director site inspection:

One or both of us have visited the site selected for this National Meet and found it to be a suitable location.

_____ Zone Director

_____ Zone Director

After the OCA Zone Director/s visit the proposed site, submit the signed form and all application information, listed in Section 3 of this guidebook, to the OCA President. Retain a copy for your files.

*The following is a sample copy of the OCA contractual agreement
for OCA National Meets.*

The Oldsmobile Club of America, Inc.

"Keeping the Oldsmobile Legacy Alive"

P.O. BOX 80318
LANSING, MICHIGAN
48908-0318

SAMPLE

A NON PROFIT CLUB
FOR ALL OLDSMOBILES
1897-PRESENT

Letter of Agreement The Oldsmobile Club of America, Inc. National Meet

This letter of agreement is made between The Oldsmobile Club of
America, Inc.

(OCA) and the _____ (chapter name) _____ Chapter regarding the National

Meet to be held at the _____ (hotel name) _____ hotel located in _____ (city) _____

On _____ (dates) _____.

1. COMMUNICATION: The President of OCA or his designee shall be an "Observing member" of the Host Committee and shall be kept informed of activities, meeting minutes, and various committee activities.
2. CONTRACTS: A copy of all contracts and letters of agreement shall be forwarded to the above observing member.
3. COMPLIMENTARY ROOMS: Complimentary room nights for all hotels shall be distributed at the sole discretion of the Host Chapter. Should the Hosting Chapter decide to contract without complimentary rooms and instead take credits on its master account, those credits will remain with the Hosting Chapter.
4. FINANCES: The host committee shall receive all proceeds of the event, except those of the Swap Meet and Auction (if an Auction is held), and is solely responsible for all financial obligations except those associated with the Swap Meet and Auction. A complete financial statement is to be submitted to OCA within 60 days of the National Meet.

5. SWAP MEET: Swap Meet area shall be handled by an OCA designee with a liaison provided by the Host Committee for each of the events. OCA shall retain all profits of the Swap Meet. The area set aside for the Swap Meet shall be adjacent to the host hotel and sufficient for a minimum 250 spaces measuring 10 X 20 feet each.
6. JUDGING: Official OCA Judging Rules and Procedures shall be employed at the National Meet unless previously suspended by the OCA Board.
 - Judging shall be organized by the Host Committee's selected Head Judge who in turn will coordinate with the OCA Chief Judge.
 - The OCA Chief Judge will provide a list of Senior Cars To the Meet Head Judge at least 30 days prior to the event.
 - A list of past OCA Judges is available from the OCA Chief Judge.
 - A list of Winning Cars and Best of Class will be provided to the OCA National Chief Judge and the editor of Journey with Olds within 30 days of the conclusion of the event.
7. MEETINGS: The OCA Board Meeting shall be scheduled for Thursday Morning at 8:00 AM and the General Membership Meeting shall be scheduled for Saturday Afternoon at 2:00 PM. If the OCA President and the Host Chapter can agree on a different and more suitable time for the General Membership Meeting, the meeting time may be changed. Other OCA meetings and Special Interest Chapter meetings shall be coordinated by the involved parties and the Host Chapter. Meeting expenses including but not limited to the Board of Directors Meeting, OCA General Membership Meeting, and the Judges Meeting, shall be the responsibility of the Host Committee.
8. ADVERTISING: Journey with Olds will provide a minimum of 12 pages of pre-event advertising and registration coordinated with the JWO Editor.
9. SECURITY: The Host Committee shall arrange for some form of security which shall include the Concourse area and the Swap Meet area.
10. CONTRACTS: All contracts are to be made between the Host Chapter and the contractor.
No contract shall involve OCA.

Disclaimer: In the event that, due to conditions beyond the control of the Host Chapter, the exact requirements of this agreement can not be met, the OCA will work with the Host Chapter to modify the agreement to ensure a successful OCA National Meet.

AGREED:

| | | | |
|---------------|------|-------------------------|------|
| OCA President | Date | Host Committee Chair | Date |
| | | Host Committee Co-Chair | Date |

Section 8

Check list for the OCA National Meet:

Hotel...Show Field...Swap Meet...Trailer Parking...Etc.

The Meet Chairman is: _____
The Event Head Judge is: _____

The Hotel:

- EVERYTHING MUST BE IN WRITING...NO GUESSWORK OR ASSUMPTIONS.**
- Does the Hotel own the parking lot? Is there overflow space available?
- Banquet Room. Seats 500 minimum.
- Does the club have control of the Banquet menu?
- Judges Breakfast menu.
- Meeting Rooms:
 - o OCA Board Meeting Room
 - o OCA Membership Meeting
 - o Judges Meeting (check with the OCA Chief Judge for equipment needs)
 - o Hospitality room for judges ONLY on the day of judging
 - o Possible Specialty Chapter meetings.
 - o Lockable Storage for trophies, goodie bags, etc.
- Some type of evening reception for members. If snacks are furnished, monitor the supply.
- Will hotel be able to clear parking area prior to day #1 of the show for setup?
- A place to plug in golf carts if electric carts are used. Make sure electric service is capable of handling the demand of charging.
- Officer rooms and VIP
 - o Ask hotel to block 30 rooms for the OCA Board of Directors
 - o Notify the President of any cutoff date for registration of Blocked rooms.
- Comp Rooms. (Example: 1 comp room per every 50 room nights) Host chapter uses and assigns these as they see fit.
- Cost per room? It is desirable to hold the cost of rooms to near \$100.00 per night if possible.
- Hotel security. The chapter may need to fill any voids with volunteers. Consider hiring off duty police or security officers.
- Security for the show field and swap meet area will be necessary between 6:00 PM and 6:00 AM Tuesday through Friday.

The Show Field:

- Contract with the hotel - include a clause to clear the parking area prior to the event.
- Plan to layout the show field on Tuesday.
- Controlled access to the show field is necessary.

- No in and out for the show field on Friday, judging day.
- Allow 1.5 spaces per car on the show field (11' x 20")
- No trailers should be allowed on the show field and any time.
- Trailer parking? And Tow vehicle parking. Allow convenient location for both.
- Car wash area capable of several cars at one time.
- Consider parking lot service by the hotel or _____. Soft drinks, water, food, ice, etc.

The Swap Meet:

- Location for the swap meet should be discussed with the OCA Swap Meet Chairman.
The OCA Swap Meet Chairman is: **John Vander Tuin**
- The swap meet should be adjacent to the show field and/or hotel property
- Does the hotel own the land where the swap meet will be held?
- 250 spaces will be required. 10' x 20' minimum
- All swap meet applications Must go to the Swap Meet Chairman.

The Awards Banquet:

- Entertainment prior to the Banquet during the social hour
- Reception and social one hour prior to the Banquet.
- If an guest speaker is used (optional) the subject should be automotive related.
- The OCA President will ask for two tables to be reserved with seating for 8 at each.
 - o Table number 1 will seat the OCA Executive Board
 - o Table number 2 will seat the OCA Chief Judge and spouse, the Event Head Judge and spouse, the Event Head Judge for next year's event and spouse and the Event Chairman for next year's event spouse.

Other Event Considerations:

- Hotel should have a coffee shop
 - Hotel should have a restaurant for evening meals.
 - There should be alternate restaurants and eating choices nearby.
 - Hotel should have a lounge area
 - Host chapter should furnish maps to local shopping, restaurants, liquor stores, etc.
- The local chamber of commerce will usually furnish these free of charge.

Other chapter considerations:

- Golf Carts
 - o Will need 6-7 carts for chapter use
 - o Event Head Judge will need one
 - o OCA needs and pays for three carts.
 - o Gasoline carts are usually best but electric can be used.
 - o If electric carts are used, a charging station must be available at all times.
 - o A secure location will be necessary for overnight storage of carts.
- Possible shuttles to area shopping, etc.
- Walkie Talkies
 - o Someone should insure they are charged every night
 - o Have extras available in case of breakage
 - o Key persons will need them. Event chairman, Head Judge, etc.

Section 9

National Meet Judging Requirements

JUDGING:

1. The Host Chapter will appoint a Head Judge. This person should be experienced in all aspects of the OCA Judging criteria through having Judged or assisted in another National Judging area.
2. The Host Chapter will, upon appointing a Head Judge, will notify the OCA Chief Judge and furnish the Head Judge's contact information to include the following.
 - Full Name of the individual
 - Full mailing address
 - Contact phone number (include area code)
 - E-mail address (if applicable.) An e-mail address is preferred to speed communication.

Please forward information to : Bob Casey
 60 Whitlaw Way # 3
 Paris, ON. N3L4C3 Canada

3. The National Head Judge will receive a Head Judges Packet as soon as the OCA Chief Judge receives the Head Judge contact information.
4. The National Head Judges Packet specifically outlines the responsibilities for the Head Judge and is very clear in its intent. When followed there is little to leave doubt in the mind of even the most novice person.
5. It will be the Head Judge that appoints a Show Field Coordinator and a Head Tabulator.
6. The Show Field Coordinator will work hand-in-hand with the National Head Judge.
7. The Head Tabulator will, as the name implies, tabulate the incoming scores brought to the Tabulation Room by field runners or other means as determined by the Head Tabulator. The Head Tabulator will pick, on average, 3 - 4 people to work with them in dividing the classes up into manageable groups so that the scores can be determined with the least possible confusion. This process if properly laid out and adhered to does not take more than 3 to 4 hours on Judging day.
8. All of the final Tabulations will be done using paper proof calculators.
No mental calculations should be employed.

9. The OCA Chief Judge is available to the Chapter and the National Head Judge any time following your commitment to host a National Meet.

Section 10

A Generic "Show Guide" with helpful hints

A special thanks to Gloria Varley, Oldsmobile Club of Arizona, for writing this Generic Show Guide. This Show Guide can be helpful in planning Zone Shows and other local chapter/club events as well as OCA National Meets.

CAR SHOW GUIDE By Gloria Varley, Oldsmobile Club of Arizona

8 to 9 months before event: Board members set date for event and elect car show chairman. Get permission from site venue to hold car show. Review show flyer (date, contact info, classes, raffle ticket sales, etc.). If you are going to donate part of the proceeds from the show to a charity, contact with them to get permission to use their name in conjunction with the event (example: donate \$5 for each registration received). Form a car show committee. Decide who will receive the registrations. Decide who will handle parking. Decide what kind of judging to do for the show (by committee or by participants).

6 to 7 months before event: Print show flyer.

NOTE: A disclaimer must be printed on the show flyer. Consult OCA legal Advisor for suggestion. Contact a host hotel to get special rate for 2 nights (Friday & Saturday night). Apply for OCA show insurance, road show kit, & JWO ad (get all inclusive form off OCA's website). Discuss having welcome dinner Friday night before show. Decide who will cook BBQ meat (meat & drinks are provided by the club. Members to bring side dishes & dessert). Get trophy pricing from suppliers (Great Lakes Trophies in Michigan has good pricing and do great work).

4 to 5 months before event: Start publishing show flyer in club newsletter. Design & order dash plaques (Great Lakes Trophies). Request windshield cards & plastic goody bags from Fusick or Year One. Start soliciting door prizes & goody bag items from local businesses, and email requests for items to online businesses as well (use donation letter) (gift certificates make great door prizes). Instruct whoever is receiving the registrations to give the registrants an email or phone confirmation when their registration is received, and instruct them to fill out the windshield cards as people register (also have them count out the pre-paid raffle tickets, put them in an envelope and staple them to the windshield card). Notify other Oldsmobile Chapters about show and Welcome Dinner (can be done by email. Email a flyer and dinner details). Send email notices to any out of town OCA members that you have email address for about the show. Form judging committee.

3 months before event: Order trophies, order merchandise if needed to sell at show, continue soliciting door prizes & goody bag items (get all club members involved). Mail or email show flyers to previous attendees that are not club members (ask for volunteer to do this). Place ad for the car show online on sites such as Hemmings.com and any local event websites. Place ad in any magazines that offer cheap or free ads (Old Cars Weekly).

3 months, 2 months, and 1 month before event: Ask registration person to email the show registration lists to the car show chairman, club President, and whoever is handling parking, for periodic review. Secure volunteers to work the day of show. Secure sound system, tables & chairs (sound system should include speakers, microphone, and CD player). Have welcome dinner host home take RSVP's and assign club members food to bring (out of town attendees do not need to bring anything. The dinner is held to thank them for coming to the show). Print ballots for participants to vote for their favorite car. Print judging sheets (have judges pick out a 1st, 2nd, and 3rd place winner in each class, then the committee together will decide on Best of Show). Inventory signs, order more if needed (signs are needed to label the different tables at the "show headquarters" so participants know where to go, and also to stick in the ground to direct traffic where to enter the show). Continue soliciting door prizes & goody bag items. Have car show meeting to make sure committee members are doing what needs to be done (also discuss car show at monthly board meetings). Confirm with site venue. Place show flyers in car flyer rack at site venue and/or local cruise night locations. Place show flyers in any Oldsmobiles that are seen around town or at other car shows/cruise nights. Assign club member to take pictures during car show.

1 month before and month of event: Make the work schedule. Have local cruise night DJ's announce details of our show weekly. If event is held in the same location of the local cruise, also have the DJ announce that lot will be Oldsmobiles only until 2:00 p.m. on show day. Place ad for show in local newspapers car show column 3 weeks before show. Buy any consumable supplies needed. Have final car show meeting 1-2 weeks before show (can be done same day as bag stuffing). Review parking & registrations received during meeting. Stuff goody bags, number door prizes, make sponsor list. Confirm with site venue that trash cans will be out early in the morning so that caution tape can be tied to them to seal off the parking lot during the show. 1 week before event: confirm with/remind members of items they have agreed to bring, confirm with volunteers their assigned shift and/or duties to perform.

After show: List all sponsors in newsletter & on website. Send out thank you notes to sponsors. List show winners in club newsletter. Write article for JWO including show winners and email to Editor, include a few good pictures (hoods should be down for pictures).

TOTAL SUPPLIES NEEDED

Show registration lists, show flyers/registration forms, parking maps, ballots, work schedule, judging sheets, DJ instruction sheets, dash plaques, trophies, windshield cards, plastic goody bags, items to stuff in goody bags, door prizes, small stickers to number door prizes, 3 walkie-talkies (1 for lead parker, 1 to leave with the registration/information table, 1 for car show chairman), batteries for walkie-talkies, 12 clip boards (3 for day of show registration, 2 for membership, 5-6 for parkers, 1 for DJ for instruction sheets), ballot box, box for door prize tickets, caution tape, stapler, scissors, scotch tape, clear plastic package tape, paper name tags, 3 cash boxes, 2 coffee cans with slits cut in top for 50/50 raffle tickets & money, 200' extension cord, sound system, music CD's, 2 -3 canopies to shade from sun or rain, pens, paper clips, markers, dry erase board & easel, dry erase markers, good quality digital camera, 3 notepads, signs to label show center tables and to place in ground to direct traffic, merchandise sign with pricing,

membership applications for local & national club, JWO's (request road show kit from OCA), copies of club newsletters, club business cards, 5-6 red hats (or other bright color for parking attendants to wear), 2 whistles, chalk.

TOTAL TABLES & CHAIRS NEEDED (46-48 feet of table space needed)

1 – 6' table for the trophies, 2 – 6' tables for door prizes, 1 – 6' table to set door prizes on after number is called, 1 – 4 or 6' table for raffle ticket sales, 1 – 6' table for merchandise sales, 4' of table space for membership information, 8' of table space for registration (Total of 2 – 6' tables for registration & membership combined), 12 folding chairs (1 is extra just in case needed)

REGISTRATION TABLE NEEDS (place on one end of show headquarters)

2 copies of show registration lists (to be provided by person taking pre-registrations)
2 – 6 foot tables (only need 8', will share 4' with membership), 5 folding chairs, 7 people total (2 pre-register, 3 day of show registration, and 2 gophers to hand out bags and clipboards with registration forms/show flyers on them), goody bags, extra windshield cards with pre-sold raffle tickets stapled to them, registration list (gophers hand out goody bags & clipboards with registration forms on them to people in line to register)

Pens, markers, 3 clipboards, cash box, scotch tape, scissors, 1 walkie talkie, stapler (share with membership)

Signs – 2 pre-registered, 2 day of show registration, canopy (move canopy to cover DJ station & raffle ticket sales after registration is over if needed). (Make sure registration table tells people as they pick up their goody bag that the ballot & 1 free raffle ticket are inside or stapled to the bag).

MEMBERSHIP/INFORMATION TABLE (next to registration)

2 workers (only need 1 after registration is over), 2 chairs, 2 clipboards

Share 4' of registration table and/or merchandise table (can take over registration table completely after registration ends), Make name tags for registrants as they register for the show (their name & city/state they are from), Sign up new members during the show, 2 signs that say "membership & information",

OCA Applications, local club membership applications, copies of JWO's & club newsletter to show to potential new members, club business cards, pens, paperclips, notepad, stapler (share with registration)

Paper name tags, unclaimed member's permanent name badges, share cash box with merchandise table

MERCHANDISE TABLE NEEDS (next to membership)

Club merchandise, Signs- 1 merchandise sign with list of items for sale & prices, 1 cash box (share with membership), scotch tape, pens, notepad, 1 – 6' table, 1 folding chair, canopy

RAFFLE TICKET SALES TABLE (in between merchandise & door prizes)

1 – 4 or 6' table, 2 folding chairs, 2 workers, 2 colors of raffle tickets (50/50, door prizes), signs, 2 coffee cans (1 for 50/50 tickets, 1 for 50/50 cash), 1 cash box for door prize money, 1 medium size box for door prize tickets (needs to be large enough to be shook up completely before the DJ or DJ helper reaches in to pick a winning ticket)

DJ STATION (between trophies & door prizes)

Sound system with CD player & cart, 200' extension cord, canopy, CD's, 1 worker

DOOR PRIZE AREA (next to DJ)

2 – 6' tables to put prizes on, 1 – 6' table to place prizes on while waiting for winner to claim, 1 chair. Dry erase board & easel, dry erase markers, 2 DJ helpers (helpers write raffle ticket numbers on board & help winners claim prizes)

MISCELLANEOUS

1 – 6' table to place trophies on (place on east end of show headquarters), ballot box (place by raffle tickets sales), scissors

PARKING ATTENDANTS

5-6 workers, 5-6 red hats, 2 whistles, chalk, 1 walkie-talkie for head parker, 5-6 clip boards with copies of class descriptions, parking map, pre-registered list of cars

JUDGES

Copies of parking map showing where the cars in the class they are judging are parked
Copies of class registration sheets for the class(s) they are judging (obtain after registration is over)
Judging sheets, clipboards & pens (give them the ones used at registration)

PHOTOGRAPHER

Good digital camera, pen & paper to make notes

ITEMS TO PLACE IN GOODY BAGS

Show ballot, dash plaque, stuff that was collected, 1 free door prize raffle ticket stapled to bag

Things to Buy (if needed): scotch tape, plastic package tape (to tape signs to tables), stickers to label door prizes, chalk to mark parking lot, 2 different colors of raffle tickets (door prize tickets, 50/50 raffle), box of 100 envelopes (to hold pre-sold raffle tickets), pens, batteries for walkie-talkies, poster board to make merchandise sign and any other signs that may be needed.

SAMPLE ADS FOR ONLINE WEBSITES, MAGAZINES AND/OR NEWSPAPER

Feb. 24 – All Oldsmobile Car Show presented by the Oldsmobile Club of Arizona to benefit the Ronald McDonald House at McDonalds, 9140 E. Indian Bend Rd., Scottsdale - open to all Oldsmobiles - Trophies awarded - registration 9:00am-10:00am - show 10:00am-2:00pm - Info: www.azoldsclub.com

All Oldsmobile Car Show presented by the Oldsmobile Club of Arizona on February 24, 2007. Open to all Oldsmobiles. Sponsored by Cantina Laredo Gourmet Mexican restaurant; benefiting the Ronald McDonald House Charities. Event held at the Rock 'N Roll McDonalds, Scottsdale Pavilions, 9140 E. Indian Bend Rd., Loop 101 & Indian Bend Rd., Scottsdale, AZ. Show hours 10 am - 2 pm. Check-in/registration 9 am - 10 am. 1st, 2nd, 3rd place trophies in 17 classes, plus Best of Show, Participant's Choice, and Long Distance Award. First 100 entries will receive a dash plaque, goody bag, and a special drawing ticket. Pre-register by February 15th to ensure you are parked with your class. Pre-Registration Fees: \$20 - 1st car, \$10 - 2nd car. \$25 day of show. Download a registration form at www.azoldsclub.com.

SAMPLE DONATION REQUEST LETTER – Put on club stationary (can be mailed or emailed)

Dear.....,

We are planning our 20th annual All Oldsmobile Classic Car Show to be held in _____ , on DATE . As a 501(c) non-profit organization, we support various charities. This year's show will benefit the Ronald McDonald House.

We are expecting ____ cars, and over _____ spectators. We are in need of items to give away as door prizes, and also items to stuff in the goody bags that will be given to the car owners. All companies that donate will be listed on our sponsor board, promoted the day of the show by our DJ, listed in our club newsletter and web page. We also encourage our members to frequent the businesses that support our show.

If you are able to donate any products, samples, promotional items, gift certificates, coupons, etc., we would be most appreciative to receive any and all of your offerings. Please send all donations to the below address.

Thank you very much,

Jane Doe
Oldsmobile Club of Arizona
www.emailaddress.com
DLN # 11111122222233333

123 Main Street
Anywhere, USA

WHO IS TO BRING/DO WHAT:

Also refer to the show work schedule (excel spreadsheet)

Welcome Dinner Host Home/Chairperson

Chairperson _____

host person's home _____

Morning Set-up

Bag Stuffers/Door prize labeling (need 8-10 persons total)

Judging Committee (need 8 persons total)

Ballot Counter/Ballot Box (one person)

Head Parker -

Parking lot map - 6 copies

2 Canopies

Club Banner

Photographer

Digital Camera

Layout parking lot early AM

CD's for DJ

Membership Director –

Sample club newsletters, Welcome Packets

Membership applications for both clubs

Secure parking lot with caution tape

2 – 6' tables, Tarp

Stapler, pens

Unclaimed magnetic name badges, paper name tags

Brings the Canopy

Treasurer

Club merchandise

Merchandise for sale sign

Change, hangers

Pre-registration – J. Buntin

Class descriptions – 6 copies

Registration lists/sheets – 8 copies

Windshield cards with raffle tickets attached

Blank windshield cards, Sharpie's, Pens

Raffle ticket box, leftover door prize raffle tickets

3 – 6' table, 12 folding chairs

Cash box, Ballot box

Secretary

Send out thank you notes to sponsors

(The businesses that donate door prizes)

Car Show Chairman

Signs (Table signs: 2 pre-registered, 2 day of show registration, 2 raffle ticket sales, 2 membership & information, 2 claim raffle prizes here, Ground signs: 2 "pre-registration only" written on both sides, 1 "day of show registration" written on both sides)

Show flyers, 12 clip boards, 3 notepads, 2 whistles, Pens & markers, List of DJ duties

TROPHIES

2 colors of raffle tickets, 2 coffee cans for drawings (2 for 50/50, 2 for door prizes)

2 cash boxes (1 for merchandise, 1 for door prize money) (Jeff brings cash box for registration table).

Clear package tape, scotch tape, chalk, 3-4 walkie-talkies, batteries

Road show kit (JWO's, OCA banner, OCA apps, sample chapter newsletters)

Door prizes, filled goody bags, dry erase board & easel, dry erase marker & eraser, scissors, paperclips

Stickers to number door prizes with, staff hats (get from Year One)

SOUND SYSTEM, 3 – 6' TABLES, 200' EXTENSION CORD

Make sponsor list (list of who donated door prizes, etc.)

SAMPLE MEETING AGENDA

- Discuss welcome dinner. Need someone to cook the meat. G. Varley organizing other food & drinks. Host home to serve the beans. Secretary to bring club's paper products.
- Ad needs to be sent in to newspaper 2-3 weeks before event.
- Have ballots & all signs needed. Received road show kit?
- Pre-registration report from Jeff. Review parking placement.
- Leave empty spaces between classes for late registrants. Leave a few more empty spaces in the modified class in case cars need to be moved out of stock.
- Jeff to email all the final pre-registration form. Jeff to bring copies to show.
- Have windshield cards from Fusick & plastic goody bags. Windshield cards made?
- Discuss who is to bringing the supplies needed to the show.
- Need heavy duty extension cords to plug into power at McDonald's. Need 3 canopies.
- Limit door prizes to 120, save extras to give away at other club events. Review DJ duties list.
- We need volunteers to stuff goody bags, number door prizes, make sponsor list. Place in goody bags: dash plaques & ballot (Raffle tickets are placed in an envelope and stapled to the windshield cards). Staple 1 free raffle ticket to each goody bag.
- Let's shoot for being set up and ready for business by 8:30 a.m. to accommodate early arrivers. So we need to arrive around 7:00 a.m. (pre-registration 9-10, show 10-2 with awards at 1:30 p.m.)
- Frank & Joe to mark parking spaces with chalk the day of the show. The north end of the parking lot will be taped off by Marc (buy more caution tape). McDonald's will have trash cans out by 8:00 a.m. McDonald's to place cones in row 2 to reserve the spaces for us.
- Treasurer to bring the merchandise to the show.
- Marc will bring a tarp to cover prizes in case of rain. Bring applications, newsletters, JWO's
- Discuss morning routine: Pre-registered cars park 1st then pick up goody bag. Others park temporarily in row 1 while they register. The registration desk will assign them a show number and refer them to Frank to find out where to park. Frank will be leaving some extra spaces next to the classes for day of show registrants. If we run out of

extra spaces in the main show area, they will have to overflow into row 1 first and then the lot just north of the show.

- We need to set aside the goody bags for the pre-registered cars in case we run out the day of the show.
- Registration desk to give participant's their goody bags & windshield cards and send them down to membership/information to get a name tag/badge.
- Membership/information to send them down to the raffle ticket sales.
- Discuss Judging. At 10:00 after registration is over, Jeff to make a copy of the 16 class sheets (check with Charlie to see if any of the pre-registered didn't show, if so cross them off your lists), and the HEAD PARKER to make 4 copies of the master parking lot map to give to the judges so they know where the cars are parked for the classes they are judging. Judges meeting scheduled for 10:15. (Copies can be made in McDonalds. Should confirm this with the manager)
- Need ballot box and Ballot counter (to pick Participant's Choice Award winner)
- Jeff is bringing 2 – 6' tables & 12 folding chairs. Fred is bringing 3 – 6' tables. Marc is bringing 2 – 6' tables. Alfter's 1 – 6' table. We have enough tables.
- Pre-registered cars will enter between rows 7/8, 5/6, 3/4 from the south end.
- Neil will hang the club's banner & OCA banner in club row - tie to trees.
- Bring a show staff hat if you have one.
- Fred is bringing the sound system. Joe is bringing music. Fred will set up the system and put on some music to play until the 1st DJ begins at 10:00.
- Review work schedule. Review lists of what members agreed to bring.
- At the end of the day collect all monies and give to Treasurer. Treasurer will write a check to Ronald McDonald House Charities, based on how many cars are registered. Check to be given to McDonald's.
- Next meeting on February 18th. Will also stuff goody bags, label door prizes, and make sponsor list.

DJ Station Duties

(print 1 separate copy of each hours schedule & place on clipboard)

10:00 – 11:00 a.m.

Give away a total of 40 of the least desirable door prizes.

10:05 Give away 5 prizes, Make announcements:

- **Buy 50/50 raffle tickets, winner receives $\frac{1}{2}$ of the total amount of money collected**
- **Buy door prize tickets, tell them about some of the prizes they could win**
- **Remind them to pick their favorite car and turn in the ballot by 12:30. The ballot is in their goody bag, and it is gold in color and measures 3" x 5" (Tell them where the ballot box is (by raffle ticket sales).**

10:15 Give away 7 prizes

10:25 Give away 7 prizes

10:35 Give away 7 prizes

10:45 Give away 7 prizes

10:55 Give away 7 prizes

DJ Station Duties 11:00 – 12:00

Give away a total of 40 of the least desirable door prizes.

11:05 Give away 5 prizes, Make announcements:

- **Buy 50/50 raffle tickets, winner receives $\frac{1}{2}$ of the total amount of money collected**
- **Buy door prize tickets, tell about some of the prizes they could win**
- **Remind them to pick their favorite car and turn in the ballot by 12:30. The ballot is in their goody bag, and it is gold in color and measures 3" x 5" (Tell them where the ballot box is (by raffle ticket sales).**

11:15 Give away 7 prizes

11:25 Give away 7 prizes

11:35 Give away 7 prizes

11:45 Give away 7 prizes

11:55 Give away 7 prizes. Announce: Last chance to buy door prize tickets. Can buy 50/50 tickets until 1:00 p.m.

DJ Station Duties 12:00 – 1:00

Give away the remaining door prizes. Should be about 40 of them. Start with the less desirable ones, saving the better ones for last.

12:05 Give away 7 prizes, Make announcements:

- **Buy 50/50 raffle tickets, winner receives $\frac{1}{2}$ of the total amount of money collected. **Tell how much money is in the pot right now.****
- **Remind them to pick their favorite car and turn in the ballot by 12:30. The ballot is in their goody bag, and it is gold in color and measures 3" x 5" (Tell them where the ballot box is (by raffle ticket sales).**

12:15 Give away 7 prizes

12:25 Give away 7 prizes

12:35 Give away 10 prizes

12:45 Give away remaining door prizes, approximately 10.

12:55 Announce that the 50/50 raffle will be drawn after the awards. Last chance to buy tickets. Awards are at 1:30.