

# CHECKLIST FOR SACC CHAPTER EVENTS



## **LOCATION**

- be sure there are no other major events (balloon fests, etc.) at the event location at the same time to avoid getting stuck in traffic jams
- check to be certain there would be no conflicting NCRS events
- verify there is no conflict with the SACC National Convention
- choose a location where there is something for the spouses to do – preferably within walking distance

## **HOTEL**

- do not agree to a minimum number of rooms – there are enough hotels that don't require that guarantee
- make sure the hotel will give you cordoned off parking and room for trailer parking
- ask for a free meeting room (for tech sessions, etc.) at the hotel
- hire a guard to watch the cars overnight even if the hotel has a security guard – sometimes the hotel can recommend one

## **FOOD**

- get recommendations for local restaurants if you aren't familiar with the area
- work with a restaurant to arrange a fixed price dinner with several choices of entrees for at least one of the meals
- keep the price per person \$30 or below (including tax and tip)
- choose a restaurant within walking distance of the hotel so that no one needs to drive after drinking

## **VENUES**

- ask the places you want to visit if they are interested in having your cars on exhibit – this takes care of parking and gives the guys something to do

## **TECH SESSION**

- ask local restoration shops to show how they do their restorations or repairs, or members of your club to do a tech session on their restoration projects, tools, etc.
- give a “thank you” certificate on behalf of the club to the people who do the session

## **ROAD TRIP**

- expect 15 to 20 cars – a mixture of C1s, other Corvettes and non-Corvette Vehicles and they are usually lined up in that order
- have the leader and Tail End Charlie equipped with either cell phones or hand held radios
- try to keep the drive time to an hour or so – more than that and a break should be considered so folks can stretch their legs and catch a potty break
- issue instructions that everyone start with a full tank of gas so a fuel stop would not be necessary
- keep the drive speed to 55 -60 MPH
- stop lights and turning left across oncoming traffic splits the convoy – have a designated place where the leader can pull off the road to allow everyone to catch up – a shopping center or wide road side
- prefer to drive secondary, scenic, roads
- create a road trip route guide or instruction set with a map or turn by turn instructions with landmarks or distance between turns – each car needs a copy
- test the route selected – remember delays for one car on the route may not be the same as for 15

### **EVENT ADVERTISING**

- prepare event announcement and/or flyer for inclusion in the chapter newsletter
- prepare event registration form – establish a realistic register not later than date
- send announcement and registration to the newsletter editor and web site manager for inclusion in the newsletter and posting on the chapter web site
- remember the newsletters publication date, so you may need to get the announcement and registration in the mail to the editor as much as 3-4 months in advance

### **MISCELLANEOUS**

- charge a \$20 registration fee that covers the cost of the guard and a few other misc expenses
- have a booklet or a list of the times and the events for the weekend for hand out to attendees
- have nametags for all attendees – people forget names between events
- bring information on SACC and your chapter to give to interested people who see or ask about the cars
- keep a list of who registered, what they paid for, menu selections, etc. for easy reference – people don't remember what they signed up for

### **POST EVENT WRAP-UP**

- send event pictures to newsletter editor
- send event write-up/synopsis to the newsletter editor

Any Questions? I'll be glad to help – Maureen Strazdon, President Mid-Atlantic Chapter – [m\\_strazdon@yahoo.com](mailto:m_strazdon@yahoo.com) or 908-347-9970