

AACA SOUTH FLORIDA REGION

TIMELINE OF EVENTS

NATIONAL WINTER MEET

MARCH 4-5-6, 2010

This document is meant to be a guide for the various chairmen and volunteers of the planning that is necessary to make certain that this Meet is successful. It is to be considered a work in progress which may be enlarged or made smaller as time and facts dictate. Remember, this entire Meet's major objective is to insure that the attendees will have a pleasant and satisfying experience.

Norman C. Kassoff
Meet Chairman
AACA South Florida Region

April 2009

Select and name all committee chairmen for the meet. Include all telephone numbers, e-mail addresses and titles, in order to produce a master list for the time of the meet as well as updating the club's table of organization.

The following are recommended committees required by National and committees that our region may consider putting in place for this meet. We may add or delete as required.

1. Registration Chairman – Philip Williams: 305-233-9019 – Maintains list of attendees and their vehicles. Works closely with the Field Marshall and Chief Judge until the meet is completed and should help in staffing the registration check point at the commencement of the Meet.
2. Chief Judge and Assistant – Joe Vicini: 908-618-3124 and Assistant – Will register all the judges and their preference for classes on the computer, and determine the number of teams needed for this meet.
3. Chief Marshall – Vern Glenn: 305-274-6304 – In cooperation with Registration Chairman will arrange for the overall placement of the show vehicles on the field.
4. Food – Frank Spinelli: 305-595-7214 – Plan for the seating arrangements as well as the menus for:
 - a. Judges Training Program and Membership meeting – Friday, March 5, 2:00 PM.
 - b. Judges breakfast – Saturday, March 6, 8:00 AM

- c. Awards Dinner – Saturday, March 6, 7:00 PM
 - d. Provide lunch for the 20-25 personnel assigned to Data Entry Activity on Saturday, March 6. In addition, establish the pricing for food and logistical planning for tables, chairs, and dais, for each of the above events, and determine who will sit at the head table during the various events.
 - e. Plan to use the closed circuit screens in the Champions Club for all events, including video taping.
5. Club and National Merchandising Chairman – Ben Harris: 305-448-6450 – Determine the type of merchandise, if any, to be offered by the club, and the cost and sale price of the items. In addition, request National to send their sales items/merchandise to the track's address, and plan to provide for a secure space at the track to store all of the merchandise received for the Meet.
 6. Flea Market Chairman – Mike Penn: 305-235-6890 – In cooperation with the Chief Marshall, establish the location for the placement of the market on the field. Establish the price that vendors will pay, and provide them information necessary to attain their attendance. Verify that all vendors are members of AACA.
 7. Trophy Committee Chairman – Chairman-Juan Gonzalez: 305-386-0924 – Will receive all trophies from National and arrange for their assembly and placement at the Awards Banquet. In addition, recommend to the Meet Chairmen, the special awards to be presented to individuals or organizations, e.g., an award to the Homestead Miami Speedway management.
 8. Safety Officer – Chairman Tomas Hernandez: 305-386-9990 – In cooperation with the tracks Safety Officer will be responsible to establish and maintain all safety requirements leading to a safe environment for the entire Meet.
 9. Publicity Chairman – Bob Squier: 305-252-2756 – Will use all national and local media resources available to publicize the meet in order to attract both the car owners and encourage the public to attend.
 10. Budget Chairman – Andy Leavy: 305-439-0910 – Will establish a budget for all activities associated with the meet and make periodic reports to all committee chairmen. Establish guidelines needed to manage the budgetary process, which should include the collecting of receipts for all expenses related to the Meet.
 11. Youth Program Chairman – Irwin Adler: 305-232-5517 – Will work closely with the Robert Morgan Automotive School to properly place all proposed exhibits and demonstrations for this event on the field. Ask the track for the date when club members may visit the tracks facility to become acquainted with the layout and its physical resources.

Determine if the track will allow participants in the Meet to park their trailers, motor homes, etc., on the track property after the meet is over, for short vacation purposes, and what fees, if any, would be charged.

May

Through the webmaster, determine that the club's website is up to date with information and material concerning the Meet and the development of the Informational Tri-Fold. Check with the Hampton Inn Corp. concerning information on room prices, and reservations for their facility opening in August. Obtain flyers from Homestead Main Street for materials related to the Florida Keys and Greater Miami area sights for visitors to review for vacations. This material should be placed in the Goody Bags.

Meet with Robert Morgan School to begin establishing parameters for the youth program in conjunction with the Meet. Complete tour arrangements at Biscayne National Park for boat tours to be provided on Thursday, March 4, in the park area for visitors attending the Meet. This information should be placed on the website as well. If the track agrees, publish information on the club's website, for attendees parking their trailers, motor homes, etc.

June

Complete contractual arrangements with the track for the Meet. Arrange for members to visit the track on Saturday, June 20, at 8:30 A.M., for orientation and review of tracks facilities and resources.

July

Determine if there will be a headquarters hotel for the Meet. In addition, determine where to locate the Welcome Center, its hours of operation, and who will man it during the first week of March, 2010.

August

Add the Hampton Inn and its pricing for the rooms to the website. Begin discussion to estimate the number of volunteers needed, and establish their objectives and responsibilities.

Run the Meets first ad in National's magazine.

September

With the track's help, begin to consider the preparation of signs to be placed indicating directions to the track. The Chief Marshall should begin a review of the signs to be placed on the meet field indicating where vehicles will be parked.

Complete the agreement for the Youth Program, with the Robert Morgan School

October

Complete all plans and preparation for costs related to food events, social events, and housing, and place the information on the club's website and also provide this information to National. The Registration Chairman should begin the preparation of sale tickets relating to food and social

events. Collect all maps, restaurant lists, tour information, and discount coupons, for placement in the Goody Bags.

Determine how and or where to obtain a motor home for the Meet Chairman and club members use, to be placed at the track in early March

November

Order all club merchandise that is to be sold at the Meet, e.g., caps, shirts, badges, etc.

December

Run second ad concerning Meet, in National Magazine. Complete all plans in preparation for printing signs, tickets, badges, etc. Make reservation at Hampton Inn for National President and spouse.

January 2010

Apply for insurance from J.C. Taylor for Meet. Order golf carts and radios for delivery to the track, by March 1, 2010.

Establish secure site at track to store materials shipped by National for use during the Meet, which will include, computers, trophies, merchandise, etc. Select one or two photographers to photograph the Meet, including videos.

February

February 1 – Complete and print 500 copies of the Tri-Fold for inclusion in the Goody Bag and for those who may request a copy.

February 15 – Notify food vendors and boat tour operators, as to the number of attendees of the Judges Breakfast, Awards Dinner, and the number taking the boat tours.

February 15 – End all vehicle registration.

February 15 – The Food Chairman should plan and be certain that the necessary number of seats and tables will be available in the Champion's Room to accommodate the Judges Training Program and Membership Meeting on Friday, March 5, 2:00 PM, the Judges breakfast on Saturday, March 6, 8:00 AM, and the Award's Dinner on Saturday, March 6, at 7:00 PM. The planning should include the speaker's dais, as well who will sit at the head table for the Awards Dinner. A PA system should be available for all these events. Every effort should also be made to make certain that the food vendors will open their doors promptly at the designated times for these events.

February 20 – The Field Marshal and Registration Chairman should complete and prepare the map showing the meet field layout which should also show the location of the trailers, motor homes, the Youth Program demonstration, and Flea market. Approximately 500 copies should be

made for the Chief Judges use during the Judges Breakfast and for those who will guide and park vehicles.

March

Monday, March 1

Receive all golf carts and radios and plan who will receive this equipment. Safely store this equipment at the track.

Tuesday, March 2

Store all materials and equipment sent by National in a secure place at the track.

If there is to be a Hospitality Room, it should now be open and functioning.

The Registration Chairman should pull all Registration Envelopes and other related materials from the shipment. He should place all appropriate materials in the envelopes, and make certain that the attendee's vehicle number shown on the meet field map is printed in the upper right hand corner of the envelope. Make certain that the envelope number matches the vehicle placement chart. Prepare the map displaying the meet field with the vehicle numbers clearly designated. Prepare at least 500 of these maps for distribution.

Wednesday, March 3

Distribute radios and instruct volunteers in their proper use. Distribute master list of names, cell phone numbers, telephone numbers, etc. to those in need.

Be prepared to receive early arrivals. Place their trailers and motor homes in accordance with the Field Marshal's field layout.

Thursday, March 4

Be prepared to receive early on all Judges' vehicles to be placed on the meet field so that they may attend their business meetings on Friday, March 5.

9:00 AM – In cooperation with the Field Marshal, the Robert Morgan School Youth Educational Program should begin its placement on the field and be complete by 4:00 PM. Mark the field. Place all necessary signs for classes, etc., on the field. The Registration Chairman, in cooperation with the Field Marshal, should have already prepared a map for distribution, showing the field layout as to where vehicles will be placed on the field. This should also include the owner's name. Place all signs indicating class and the vehicle registration number.

Make certain that the Judges' Instructional Class and the Membership Meeting, which will be held in the Champions Room, on Friday, March 5, 2:00 PM, have sufficient seating, PA system and screen for the 2:00 PM starting time. In addition, make certain that the necessary forms for judge's credit are also available in the room.

10:00 AM – The first boat tour will leave from Biscayne National Park. The second boat tour will leave at 1:30 P.M. from the same site. A Regional club member should be present to collect the tickets.

Friday, March 5

Install National's computers in the Data Entry room. Test the system.

1:00 PM – Make certain that the Judges Instructional Class and Membership Meeting has sufficient seating, a public address system, and a visual aid screen. In addition, make certain that all of the forms for Judges Credits sent by National are also available in the room. Set up sufficient seating for the Administrative Office space.

Saturday, March 6

6:30 AM – personnel involved in checking registration materials and vehicle placement on the meet field should be at their work stations. A sufficient copy of the meet field maps should be provided to all those involved in the placing of the cars. Adequate personnel and at least one golf cart should be present to help in guiding the vehicles to their respective meet places.

7:00 AM – Registration formally begins and vehicles will now be entering the meet field for placement. Be prepared for a vehicle backup of 1/2 mile at this time.

8:00 AM – Make certain that the Data Entry Room has the computers up and running and that a volunteer is present to limit access to the room.

8:00 AM - Make certain that sufficient tables and chairs are made available in the Administrative office for the various volunteers (20-25), who will review the judging forms prior to handing them over to the Data Entry Section.

8:00 AM – The Judges Breakfast will take place in the Champions Room. The table should have clearly identifiable numbers indicating where each team is to be seated. The team is composed of a captain and four members. A PA system will be needed, as well as a raised table for four to six people and dais. It is important that this breakfast is served promptly with little or no delays in the seating and serving.

11:00 AM – Plan for appropriate lunch food platters and drinks to also be made available to the 20-25 Data Entry personnel.

11:00 AM – Judging begins. Provide a golf cart to cruise the show field with a cooler of bottled water for the Judges on the field.

2:00 PM – Start collecting signs on the show field as well as directional signs from the roadways.

3:00 PM – A list of the number of awards won in each category will be made available to the Trophy Chairman by the Chief Judge, so the appropriate number of trophies can be assembled and displayed.

3:30 PM – Vehicles may now start to leave the field.

3:30 PM – Recover all signs both on and off the field.

4:00 PM – Begin to collect all radios and any other equipment utilized during the meet, for proper inventory and return.

7:30 PM – Awards Dinner begins. This will be held in the Champions Room and will require a PA system and a raised head table to seat approximately twelve people, (National President and Spouse, National Executive Director, Master of Ceremony, Track Management, Regional Meet Chairman, and possibly local politicians). It is important that the food be served promptly and the tables cleared before the actual awards presentation. All trophies should be at the foot of the head table in accordance with National's guidelines, with sufficient volunteers to assist when the awards are handed out. In addition, two small tables on either side of the head table should be in place to assist in the awards.

Monday, March 8

Prepare various thank you letters. Prepare final report for National and the Board of Directors of the South Florida Region.