



# ***Las Vegas Corvettes Association***



## ***Event Package***

*Revised for 2014*



# ***Las Vegas Corvettes Association***

## ***Before you start planning a LVCA Event Event Planner Checklist***

The following checklist is intended for the use of the Host/Chairperson in assuring that all criteria are met to plan and conduct a successful event.

### **1. Contact Events Coordinator to:**

- Secure a tentative date on the Events Calendar for your event.
- Review the Event Package and its key items to plan a successful event.
- Set a date with the Events Coordinator for you to personally present your event to the Executive Board for approval. This should be at least three months in advance.

### **2. Executive Board presentation should include:**

- An event flier based on the criteria listed in the Event Package to be used for promotion of the event at General Membership meetings, publishing in the NewsVetter and the Vegas Vettes website.
- Provide a proposed budget, using the **Pre-Event Application and Plan Form**, present the event and budget to E-Board for approval.
- Identify any needs for club equipment.

### **3. After Event Approval:**

- Review event packet and all forms to be completed.
- Where NCCC Sanctioning is required, contact NCCC Governor for assistance to be issued a sanction number.
- Prepare a promotional talk, maximum of 3-5 minutes, to present at the General Membership meetings prior to the date of your event.
- Prepare an event sign up sheet and collect event fees. **All checks are to be made out to LVCA** and all collected cash and checks are to be turned into the club treasurer as soon as possible after collecting.
- If awards are being given to participants of your event, you are responsible for ordering these plaques or trophies. You will receive authorization to order at an accepted plaque and trophy business.

### **4. Day of the event:**

- You must obtain the signatures of all attendees on the provided NCCC insurance liability release form/signature sheet, which will also be used to record official attendance.
- At a community service event, have a separate sign in sheet to be turned into the community service chairperson or submit a list of names (who have earned CS) to the CS chair.
- On any driving events, please inform all members of the LVCA caravan Guidelines.
- Arrange for and/or take pictures during the event.

### **5. After the Event:**

- You must return **all forms** to the events coordinator ASAP after the event.
- You must turn in your **Final Expense Report** (this will include all collected cash, checks, your receipts and your request for reimbursement of event expenses, if any).
- The club Treasurer will issue a check to the event planner for expenses, if needed.
- Send pictures to the Webmaster within one week after the event.
- Submit an event article to the NewsVetter editor, in a word document format along with event pictures. **NewsVetter deadline is the 20<sup>th</sup> of each month.**
- Any of the club's property used for your event shall be returned, along with storage key.
- NCCC insurance liability release forms/sign up sheets to be given to the events coordinator.
- Provide names and addresses to the club Secretary in order to send out any necessary "Thank You" letters, if appropriate.



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## **Pre-Event Application & Plan Form**

This form will be completed by the **Events Chairman** who will review the contents, sign it and present it to the E-Board. This form is required for all LVCA sanctioned events. The chairman for the proposed event is required to make a brief presentation to the E-Board in person.

Proposed Event: \_\_\_\_\_

Proposed Date(s): From \_\_\_\_\_ 20\_\_ TO: \_\_\_\_\_ 20\_\_

Chairperson's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Brief Summary of Event: \_\_\_\_\_

Number of Committee Members needed: \_\_\_\_\_

Has Committee been formed?  Yes  No

Will this event be NCCC sanctioned?  Yes  No

Will this event be considered as:

Racer's Edge Event  Yes  No

Community Service  Yes  No

Club income  Yes  No

50/50 Raffle desired  Yes  No

Will advance money be required for food, beverage or equipment?

Explain: \_\_\_\_\_

What will be the cost for participation: \$ \_\_\_\_\_

Members? \_\_\_\_\_

Non-members? \_\_\_\_\_

<b>Proposed Expenses</b>	<b>Proposed Income</b>
\$ _____ Cash Advance needed	\$ _____ Cash Donations
\$ _____ Plaques, Trophies, Prizes	\$ _____ Income from sales, registration, etc
\$ _____ Entertainment	\$ _____ Other Donations (Food, beverages, etc)
\$ _____ Food/Beverages	\$ _____ Miscellaneous
\$ _____ Miscellaneous	
\$ _____ TOTAL	\$ _____ TOTAL

Event Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note: All cash and checks collected for an event shall be turned in to the club's Treasurer. Community Service donations collected shall also be submitted to the Treasurer. LVCA shall write**



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all donation checks and any event reimbursement checks.



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## ***Year-End Achievement Awards Club Competition***

An award is given each year for the following, category:

### ***"Best Flyer of the Year"***

Significance of this Award:

To enhance announcing an "Invitational Event" from January 1st through December 31st. All event flyers will be evaluated for best flyer of that year based upon the following, criteria:

1. Artistic/graphic quality; legibility of lettering; and renderings which support and incorporate the basic theme of the event.
2. The name "Las Vegas Corvettes Association" or "Vegas Vettes" appearing on the flyer as a distinctive part of the format (the Association's logo will also satisfy this condition).
3. The name or title given the event to be shown as a predominate feature of the flyer.
4. The date and time information, the cost information (if applicable), place and address information (a basic map for Members to find location) are to be included in flyer format.
5. A telephone number for Event host/sponsor to get additional information regarding the event is to be included in flyer format.

**Note:** The above requirements must be on the title flyer, additional information, map or instructions can be attached as a second page, if desired.

Evaluations and determination of the winning flyer will be made by the E-Board officers or desianates. Desianates can be non-members but will have knowledge of art/graphics and be furnished with the above criteria.







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## Event Expense Report

Event Name: \_\_\_\_\_

### STATISTICS:

\_\_\_\_\_ Number of Members at event      \_\_\_\_\_ Number of Non-Members  
 \$\_\_\_\_\_ Cost per Member      \$\_\_\_\_\_ Cost per Non-Member

### INCOME:

\$\_\_\_\_\_ Base amount collected  
 \$\_\_\_\_\_ Additional amount collected (poker hands, drinks, 50 50 raffles, etc.)  
 \$\_\_\_\_\_ Miscellaneous income  
 \$\_\_\_\_\_ Amount, if used, for Club Sponsor Awards/Prizes donation  
 \$\_\_\_\_\_ Total Income of Event

### EXPENSES: (must attach all receipts)

\$\_\_\_\_\_ Food, Beverages  
 \$\_\_\_\_\_ Plaques, Trophies  
 \$\_\_\_\_\_ Entertainment  
 \$\_\_\_\_\_ Miscellaneous (list in detail)  
 \$\_\_\_\_\_ Total Expenses for Event

**Please Note: All cash and checks collected for an event shall be turned in to the club's Treasurer.**

**Community Service donations collected shall also be submitted to the Treasurer. LVCA shall write all donation checks. andanyvent reimbursement**

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\$\_\_\_\_\_ Difference of Income and Expenses above

Amount given to Treasurer \$\_\_\_\_\_ in checks \$\_\_\_\_\_ in cash \$\_\_\_\_\_

Amount due from Treasurer \$\_\_\_\_\_ check number(s) \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_





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## ***Caravan Guidelines***

### **General:**

- 1.) All vehicles in the caravan shall have either their headlights or running lights turned on while driving.
- 2.) The lead and trail vehicle in the caravan shall attempt to maintain radio contact. Family Radio Channel 3 is the preferred channel with channel 5 being the alternate. All Caravan members are encouraged to bring their own Hand Held Family Radios along to be used as relays if the Lead and Trail vehicles are spread apart enough that communication integrity cannot be maintained. All radio chatter shall be limited on the primary channel. Hand Held Family Radios have lots of frequency choices for chatter. Passenger must use the radio in states where driver is prohibited to use portable communication devices while driving.
- 3.) Waivers shall be completed and maintained by the event chairman and turned in to the club VP at events end.
- 4.) Drivers meetings shall be held at a minimum of 15 minutes before the start of each days Caravan. Route instructions shall be provided at this meeting as well as a roll call from the signed waiver sheet. Written route instructions should be provided for complex or multi day Caravans when at all possible.
- 5.) Observe posted speed limits and all traffic safety signs.
- 6.) At a minimum each caravan member shall maintain at least one car length for each 10 MPH increment of speed between caravan members and other vehicles. This equates to about 2 to 3 seconds between members at highway speeds. (If you can read the license plate numbers of the car in front of you while traveling at 65 MPH, you are too close) (National Safety Standards recommendation). (Major change to prior LVCA caravan guidelines).
- 7.) Stay in the right hand lane on all four or multi lane highways except while passing or turning left. Passing is not a group activity. Do not close up on the vehicle in front of you when passing a vehicle on a multi lane highway. This phenomena leads to not being able to pull back into the right lane after completing the pass as the caravan again attempts to maintain proper separation between vehicles. This will keep the caravan members from becoming the object of someone's "Road Rage" if they perceive you as a impediment to their progress, or the object of their frustration. (Major change to prior LVCA guidelines).
- 8.) If you must leave the caravan for any reason, notification of intention to the trail vehicle is mandatory. If you don't communicate this information, the Trail vehicle will stop with you.
- 9.) Any caravan of more that 12 to 15 or so vehicles shall be split into two or more caravans to insure traffic safety and caravan integrity can be maintained.
- 10) At caravan stops the caravan leader shall make sure all caravan members know the planned departure time and shall not leave until all vehicles are ready for departure.



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## **Driving from place to place in town.**

- 1.) A Lead and Trail Vehicle shall be designated.
- 2.) Any Caravans of more than 12 to 15 vehicles shall be split into two caravans to insure traffic safety and caravan integrity can be maintained.
- 3.) Keep insight of the car in front of you. Distance between vehicles is per *General Guidelines*. (One car length for each 10 MPH increment)
- 4.) If the caravan is broken up at a traffic signal use your radio to report your status, know your travel route and do not speed to catch up. The caravan leader will regroup the caravan after several stop signs or stop lights when it is safe to do so.
- 5.) No passing other caravan members unless they wave you around or repeatedly refuse to keep up. (Does not apply to lead or Trail vehicles).
- 6.) Obey all traffic safety posted speed limits and applicable traffic signage.
- 7.) At multiple through and turn lanes double up at traffic signals where practical to maintain contact, but fall back into single file soon after so as not to interfere with the other traveling public.

## **Driving From One Town To Another.**

- 1.) A Lead and Trail vehicle shall be designated.
- 2.) Keep insight of the car in front of you. Distance between vehicles is per the *General Guidelines*. This is especially important when traveling over long distances to keep the rear most vehicles from either traveling 10 MPH or 100 MPH trying to either not run over one another or trying to catch up. (One car length for each 10 MPH increment)
- 3.) Regroup before entering towns or any congested areas. BE Very Cautious re- entering the roadway. Best move is trail vehicle enters highway first then one by one from the back to the front enter the highway. This will keep from "Trapping" the traveling public within the caravan. (Great move any place you stop or there is a need to turn left if the directions might have changed during the event).
- 4.) No passing other caravan members unless they wave you around or repeatedly refuse to keep up. (Does not apply to lead or Trail vehicles).
- 5.) Obey all traffic safety posted speed limits and any traffic safety signage.

**HAPPY CARAVANNING!**