

**Guidelines for Hosting a
Veteran Motor Car
Club of America
National Tour or Meet**



This manual contains the regulations and guidelines for hosting VMCCA sanctioned national tours and meets and is current as of January 2011. Prospective tour directors should contact the Activities Vice President for the latest revisions.

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How to Successfully Host A National Tour or Meet

We love old cars and trucks. And we respect them for what they are – motor vehicles. They were built to move people and their things over the highways and we are committed to encourage their use. That’s why we are a touring club.

We are confident that our vehicles not only can be safely operated on the open road, they can be fun, so we sponsor no less than nine national tours and meets. Those events are hosted by local chapters and regions and it is hard working people like you who make them possible.

So that the members of the VMCCA can enjoy a high degree of excellence and consistency on tour and so you can host a tour with confidence, we have established these guidelines.

Definitions

Encouraging and sanctioning national tours and meets is a function of the VMCCA Board of Governors. Activities at a VMCCA national tour or meet can include touring, static displays, swap meet activities, judging or a combination of all four. VMCCA tours and meets are to be sponsored, planned and executed by VMCCA members, regions or chapters upon receiving approval by the national VMCCA Board of Governors. The club provides a variety of events which will include touring and/or judging at several national tours and meets each year for the enjoyment of the VMCCA membership.

A tour is defined as driving a registered vehicle along a predetermined route. A tour may also include other activities and judging.

A *meet* is defined as a static display of registered vehicles. A meet may also include short tours, swap meet, other activities and judging.

What You Need to Do to Get Started

To receive approval from the VMCCA Board of Governors to host a VMCCA national tour or meet, the sponsoring members, region or chapter must determine which tour or meet they want to host.

They also need to submit certain required items to the Activities Vice President preferably at least one calendar year prior to the date of the tour or meet. The Activities Vice President will then present the information to the VMCCA Board of Governors. In no case will any proposal be considered less than six months before the date of the tour or meet. VMCCA members, regions or chapters considering hosting a national tour or meet should allow plenty of time to plan and several years is not too much. The items you need to submit are explained in the following section “What the Board Needs to Know Before It Can Grant National Status.”

Determine Which Tour or Meet You Would Like to Host

VMCCA national Tours and Meets

These are the tours sanctioned by the VMCCA Board of Governors. Make your selection from this list.

GLIDDEN TOUR

Open to both VMCCA and AACA members. The VMCCA host the Glidden Tour in even numbered years and participants may drive automobiles built in or before 1942. The AACA hosts the Glidden Tour in odd numbered years. Glidden Tours usually include six days of scheduled activities beginning on a Sunday and ending on the following Friday.

CHROME GLIDDEN TOUR

Open to all VMCCA members driving cars built in 1935 through 25 years old. The Chrome Glidden Tour allows owners of newer cars to enjoy the traditions and excitement of the Glidden Tour on which it is modeled. A Chrome Glidden Tour usually include six days of scheduled activities beginning on Sunday and ending on the following Friday. This tour has some special features and a separate manual is available. Please contact the VMCCA Activities Vice President.

WESTERN NATIONAL TOUR

Open to all VMCCA members driving cars that are at least 25 years old. The tour is held in the Western United States in years when the Glidden Tour is not held in the West. A Western National Tour usually include six days of scheduled activities beginning on a Sunday and ending on the following Friday.

EASTERN NICKEL VINTAGE TOUR

(May be combined with the Western Nickel Vintage Tour.)

Open to all VMCCA members driving cars built in or before 1934. The Tour is held in the Eastern United States. Eastern Nickel Vintage Tours usually include five day of scheduled activities.

WESTERN NICKEL VINTAGE TOUR

(May be combined with the Eastern Nickel Vintage Tour.) Open to all VMCCA members driving cars build in or before 1934. The tour is held in the Western United States. Western Nickel Vintage Tours usually include five days of scheduled activities.

MUSCLE CAR TOUR

Open to all VMCCA members driving cars built between 1955 and 1975. Preference given to factory performance cars. Can be held anywhere but should be in an area with open roads and higher speed limits.

HERITAGE TOUR

Open to all VMCCA members driving cars built 1949 and earlier. These tours generally follow a historic theme that may carry over from one year to another.

ONE AND TWO CYLINDER TOUR

Open to all VMCCA members driving one- and two-cylinder cars, steam cars, and electric cars built in or before 1915; and 4-cylinder cars of 10 horsepower or less built in or before 1904.

Vehicle eligibility for the above listed VMCCA national tours and meets are based on the year of manufacture. Cutoff years for eligible cars for a given tour meet must be the same as listed under VMCCA national Tours and Meets unless otherwise approved by VMCCA Board of Governors. All VMCCA national tours and meets are also open to antique motorcycles that fall within the day of manufacture cutoff guidelines.

The Board of Governor (as of January 2007) has ruled that at the discretion of the Tour Chairman all VMCCA tours with the exception of the Glidden Tour and the One & Two Cylinder Tour may; in the event the tour does not meet it's goal of number of cars entered by the closing of registration allow any and all VMCCA qualifying cars to fill the tour.

What the Board needs to Know Before It Can Grant National Status

If the request is made one year or less from the date of the tour or meet, all of the items listed below must accompany the request. If the initial request is made several years prior to the date of the tour or meet all of the information listed below must be presented to the VMCCA Board of Governors at least one year prior to the date of the tour or meet. The Board will vote to approve the date, artwork and budget for each tour.

Required Items

WRITTEN REQUEST

A written request to the VMCCA Board of Governors asking for permission to hold a national meet or tour. Send the written request to the VMCCA Activities Vice President.

Once the Activities Vice President receives your request to sponsor a tour or meet, he or she will make a proposal to the Board of Governors. You will be contacted with any questions the Board might have and when approval is given, you may proceed.

PROPOSED SCHEDULE

The proposed schedule of activities including the proposed date of the tour or meet. To insure the best possible participation by VMCCA members, a VMCCA national tour or meet should be planned so it does not conflict with other national tour or meets being planned by the VMCCA or the other major antique car clubs. Contact the VMCCA Activities Vice President for assistance when planning the tour or meet dates. The VMCCA calendar of tours and meets published in *The Bulb Horn* should be checked for previously planned tours or meets before you decide on a possible date for a future tour or meet.

The approximate dates for VMCCA national tours or meets are in the following list. Suggested dates for VMCCA national tours and meets are as follows. VMCCA national tours or meets may be scheduled at other times with the VMCCA Board of Governors approval.

Annual Membership Meeting, Fourth Quarter and First Quarter Board of Governors Meetings: Usually held on consecutive days and must be scheduled in January or February as prescribed in the VMCCA bylaws.

One and Two Cylinder Tour: June through August.

Eastern Nickel Vintage Tour: May, June or early September.

Western Nickel Vintage Tour: May, June or early September.

Second Quarter Board of Governors Meeting: Held in conjunction with one of the summer tours.

Western National Tour: June.

Chrome Glidden Tour: June or July.

Glidden Tour: Late September or October.

Heritage Tour: June through August.
Muscle Car Tour: August through November.

TOUR DIRECTORS

The name or names of the tour or meet director(s) including complete address, phone, fax and email information.

COMMITTEE MEMBERS

The names of the tour committee members including position held, complete address, phone, fax and email information.

BUDGET

The director of any proposed VMCCA national tour or meet is required to provide the VMCCA Board of Governors with a proposed operating budget. This budget should be presented within 6 months of the proposed tour or meet. A percentage of any profit realized by the host club must be given to the VMCCA national treasury to defray the cost of insurance, publicizing the tour or meet.

JUDGING REQUEST

If there is a request for Gold, Silver and Bronze Award Program judging the Technical Vice President must be contacted by letter requesting judging at the VMCCA national tour or meet. Complete information about the national judging program is contained in this manual.

LOGO

The proposed design of the tour or meet logo.

PLAQUES

The proposed design of any participation plaques.

ADVERTISEMENT

The proposed design and ad copy for publication in *The Bulb Horn*.

Awards at a National Tour or Meet

CLASS AWARDS

These awards are to be presented by the local sponsors of the tour or meet using their own classifications, judging format and trophies. You are free to establish the criteria for the awards. Some tours offer awards according to the classification table established by the club (a list is included in this manual). Others offer awards based on different criteria. Some typical awards are:

Best Vehicle by Manufacturer (i.e. Ford, GM, Chrysler, etc.)
Best Open Car
Best Foreign Car
Best Original Car
Best of Show
Men's Choice
Ladies' Choice
Young People's Choice
Best Orphan Car (manufactured by a company no longer in business)
Hard Luck Award

You may bestow these awards among the registered vehicles on your tour by whatever means you would like. Some tours give a ballot to each registered participant and let them select the "best of" awards. Others use a team of judges to make the selections.

GOLD, SILVER AND BRONZE AWARD PROGRAM

These awards may be made available at any VMCCA national tour or meet upon approval of the VMCCA Board of Governors. Judging will be administered under the direction of the VMCCA Technical Vice President according to the rules outlined in the official Gold, Silver and Bronze Award Program judging form. Only those vehicles owned by members of the VMCCA are eligible to compete for these awards.

PARTICIPATION AWARD FOR CHROME GLIDDEN TOUR

Upon completing the 10th Chrome Glidden tour, a Board followed by a numbered shield for each following year will be given to each tourist on a Chrome Glidden tour. These awards are administered by the Secretary's office and the tour will make payment to the Secretary's office for the expense of the participation awards.

Your Responsibilities for the Award Program

The VMCCA Gold, Silver and Bronze Award Program may only be held in connection with a VMCCA national tour. If the tour director wants to offer this judging program at a VMCCA national tour, the following conditions must be fulfilled.

The VMCCA national tour application must include the following questions:

1. Is the vehicle to be judged for the Gold, Silver and Bronze Award Program?
Yes: _____ No: _____
2. Are you willing to help judge the Gold, Silver and Bronze Award Program?
Yes: _____ No: _____

Within two weeks after the tour application deadline, the tour director must notify the VMCCA Technical Vice President as to how many vehicles have requested judging so arrangements can be made in advance for judges and enough awards can be taken or sent

to the tour director. This notification will be a list of the vehicles to be judged including owner, vehicle make, model, body style and ID numbers sent to the VMCCA Technical Vice President within two weeks after the tour application deadline.

The tour director must schedule a time and place during the tour when the vehicles can be assembled for judging. It is most desirable to have the judging take place on grass and under trees. Judging should take place on the third or fourth day of touring.

The host tour will provide breakfast for the Gold, Silver and Bronze Award Program judges the day of judging. The breakfast is only for the judges and the chief judge, typically ten people. A private room should be provided so the chief judge can go over the judging form and other instructions with the judges.

Gold, Silver and Bronze Award Program awards must be presented at the tour awards banquet or awards ceremony.

Who Bears the Cost of the Gold, Silver and Bronze Award Programs?

The VMCCA Gold, Silver and Bronze Award Program is provided by the VMCCA national organization at a cost of \$15 per judged vehicle to be paid by the entrant that was voted for on September, 2004. All other awards and related expenses must be included in the budget of the VMCCA national tour and paid for by the sponsoring members, chapter or region.

Gold, Silver and Bronze Award Program Participant Information

If the Gold, Silver and Bronze Award Program is offered at a VMCCA national tour meet, the following information must be given at check-in to every registered tour meet participant requesting the Gold, Silver and Bronze Award Program. We suggest you create a handout with the following information and attach it to the registration form of each entrant who has requested judging for their vehicle:

If you have requested that your vehicle be judged for the Gold, Silver and Bronze Award Program:

- 1. The tour or meet director has provided your name and vehicle information to the VMCCA Technical Vice President or Chief Judge as appointed by the Technical Vice President and he or she will fill out the Gold, Silver and Bronze Award Program judging form.*
- 2. It is necessary for the vehicle owner to stay close to the vehicle during the judging process to answer any questions, start the vehicle or open the trunk or hood if requested.*

3. *The vehicle owner should be close to the vehicle, but must stay back out of earshot of the judges. What the judges say is not secretive but if one only hears part of the conversation one might draw incorrect conclusions about what is being said.*
4. *The judging sheets are to be looked at only by the judges during the judging. Please do not try to look at them during the judging. You may request a copy of the completed judging form from the VMCCA Technical Vice President after the tour has concluded.*
5. *There should not be anything in the vehicle except original equipment. The judge might construe that items in the vehicle are to cover a defect. Judges will not touch the vehicle any more than is absolutely necessary.*
6. *Although a clean vehicle will present better, the judges will not count points off for normal road dirt. They realize that vehicles participation in VMCCA tours have been driven to and during the tour.*
7. *Convertible tops must be up during judging. A top that is down will lead the judges to believe that the owner wants it down because it is defective.*
8. *Please have the hood and truck open unless wind prohibits it.*
9. *It is a requirement that a car being judged must be driven on at least one of the day tours during the event.*
10. *Chrome Glidden attendance award; After 10 years of attendance, members will receive a plaque and each additional year will add a numbered shield to their plaque. The tour will work with the club's secretary to provide this award.*
11. *Results will be announced at the awards ceremony. Good luck!*

Who May Participate in A Tour or Meet?

Participant Eligibility

Participation in all VMCCA national tours and meets except the Glidden Tour is limited to members in good standing of the Veteran Motor Car Club of America. Eligibility to participate in the Glidden Tour is treated separately under Guidelines for Operating the Glidden Tour in the Officers Handbook. Tour chairman will send a list of attendees to the club secretary for membership verification.

Our Policy on Commercial Signs or Advertising

In keeping with the VMCCA's long standing policy, no cars, trucks or other vehicles may participate in any national tour or meet if they bear any commercial sign or advertising of a current nature. Some VMCCA members use their vehicles in a business. We are pleased to see classic cars and trucks still in use, but if they contain a business sign or advertising for a current business, they can't be driven on a national tour or meet.

Publicizing a VMCCA National Tour Or Meet

It is the responsibility of the tour or meet director and committee to make all arrangement for advance publicity of an approved VMCCA national tour or meet.

The Tour meet committee must produce and distribute advance publicity flyers for the tour or meet.

The tour or meet committee should produce and distribute advance publicity in national hobby publications aimed at furthering interest in the tour or meet and the Veteran Motor Car Club of America. VMCCA Activities Vice President will assist with publicity on the national level. VMCCA Activities VP will assist and provide information about national publications.

Advertisement Requirements

The tour or meet advertisement, whether in *The Bulb Horn* or other antique car publications, must include the following. The ad should be attractive, easy to read and reproduce clearly.

The official logo on the Veteran Motor Car Club of America. Camera ready clip art of the club's national logo is found in the officer's handbook. Your chapter president or regional director has a copy. You may also request a free copy of the club's national logo from the Publications Vice President.

The club website should be included on all advertisement and handouts.

The words "The Veteran Motor Car Club of America."

The official name of the VMCCA national tour or meet.

The logo or artwork designed to represent the tour or meet.

The date(s) of the tour or meet.

The city and state or area in which the tour will be held.
A description of the tour or meet.

Add club website address to all advertisements, logos, and artwork.

The region, chapter or members hosting the tour or meet.

The name and address of the person to whom requests for an application should be directed.

The classification of vehicles eligible (latest and earliest year of manufacture of vehicle which will be accepted).

The number of vehicles which a tour or meet can accommodate.

Advertising your Tour or Meet in *The Bulb Horn*

Once the tour or meet receives national sanction, one full page of ad space in *The Bulb Horn* will be allotted for a tour or meet advertisement. The ad space may be used as a one-time full page ad, a two-time half-page ad or any other combination of ad size and frequency that equals on full page. The tour or meet advertisement should appear in *The Bulb Horn* six months to one year prior to the event.

Ad Copy for *The Bulb Horn*

The approved tour or meet application form may be printed on *The Bulb Horn* tear off cover as space allows at the discretion of the Publications Vice President. The tour or meet director or committee is encouraged to provide a short written description of the event to be published as an article in *The Bulb Horn* to promote the event. It will be the responsibility of the director of the tour or meet to contact the Publications Vice President to arrange for insertion of the tour or meet advertisement in the appropriate issue of *The Bulb Horn*. When submitting material for announcement of the national tour or meet in *The Bulb Horn*, camera ready or original materials or electronic files must be supplied by the tour committee. It will be the responsibility of the director of the tour or meet to contact the Publications Vice President prior to submission to make sure the material is in a usable form.

Follow-up Tour Article with Photographs

The director of any VMCCA national tour or meet must appoint a member or members of the tour or meet committee to take photographs during the event and write an article to be sent to *The Bulb Horn* no more than 30 days following the last full day of the tour or meet. At the Publications Vice President's discretion the article may also be sent to other commercial antique automobile publications. A copy of the tour book or meet program must also be sent to the Publications Vice President along with a list of award winners. You will also need to send 2 copies to the National Secretary.

Finances and Shared Profit

VMCCA national tours or meets should be structured financially to be self-sufficient. There should be the possibility of a reasonable profit realized. A percentage of any profit realized by the host club must be given to the VMCCA national treasury. The money given to the VMCCA national treasury is used to help defray the cost of insurance and publicizing the tour or meet.

According to the Board decision of September 11, 1976 any profit realized from a VMCCA national tour or meet, with the exception of the Glidden Tour, is to be distributed as follows:

25% is to be returned to the VMCCA national treasury and
75% is to be kept by the sponsoring VMCCA region or chapter.

Financial requirements for hosting a Glidden Tour can be found in the Glidden Tour Guidelines in the Officers Handbook.

Financial Summary

The director of any VMCCA national tour or meet is required to provide the VMCCA Board of Governors with a financial summary of income, expenses and profit or loss within 120 days following the last full day of the tour or meet. For the details describing the distribution of the financial summary of income, expenses and profit or loss report see the paragraph under the heading of “Additional Host Responsibilities.”

Establish A Tour or Meet Committee

A tour committee must be formed before the official written request is made to the VMCCA Board of Governors. The make-up of the tour or meet committee is up to the VMCCA members, region, or chapter sponsoring the tour or meet. The committee is headed and appointed by the director or directors. The following tour or meet committees are recommended.

TOURS: In charge of setting up and monitoring all daily tours with the help of designated tour directors.

FACILITIES: In charge of rooms, meals, parking, trailer storage, service and rescue vehicles, etc.

AWARDS PROCUREMENT: In charge of acquiring all tour trophies and also assists judges in making appropriate awards.

PUBLICITY AND PUBLICATIONS: In charge of tour publicity, photos and article for *The Bulb Horn*.

FINANCES AND SPECIAL ASSISTANCE: In charge of all monies, checking account, bookkeeping, financial statements, etc. National VMCCA cannot allow their checking account number to be used. They can also not allow their name to be used for tax exempt purposes.

TOUR REGISTRAR: In charge of registration, mailing, correspondence, tour plaques, tour books, banners, information desk, etc.

TOUR RIDE COORDINATOR: In charge of arranging rides for participating tour members in the case of a vehicle breakdown.

JUNIOR MEMBER ACTIVITIES COORDINATOR: In charge of planning and supervising VMCCA Junior Member activities during a national tour or meet.

Plan a Daily Schedule of Events and Activities

VMCCA National Tours

For all VMCCA national tours the daily schedule should include a minimum of four days of touring as follows. Other schedules may be approved by the VMCCA Board of Governors.

Day One: Check-in.

Day Two: Full day of touring.

Day Three: Full day of touring.

Day Four: Free day for judging, shopping, other activities or optional tour (not mandatory for tour plaque).

Day Five: Full day of touring.

Day Six: Abbreviated day of touring. Social hour followed by closing banquet and presentation of tour awards.

The Nickel Vintage, Brass and Gas and One and Two Cylinder tours are usually five days in length. Day one and two may be combined and used with a shortened first day tour.

Gold, Silver and Bronze Award Judging should be held in the middle of the tour to help fulfill the reliability requirements of the Gold, Silver and Bronze Award Program.

MANDATORY TOUR DAYS

On all VMCCA national tours the tour director must designate at least three full day tours, or segments of three full day tours, as mandatory tours. The tour director has the right to designate the three full day tours, or segments of full day tours, which must be completed to qualify for a tour plaque (dash plaque) and/or class awards. Required full day tours, or required segments, will be designated as mandatory tours. Other tours will be designated as optional tours. One or more of the three mandatory tours will be used by the Chief Judge of the Gold, Silver and Bronze Award Program as a reliability test.

MANDATORY MEET TOUR

If the Gold, Silver and Bronze Award Program is offered at a VMCCA national meet, one day of tour type activities will be required as a reliability test for the Gold, Silver and Bronze Award Program participants. This requirement may be waived at the VMCCA Technical Vice President's discretion.

Full Day of Touring

A full day of touring should be no longer than eight hours for the average tour in an average tour vehicle. Allowances should be made for the type of vehicle, tour route road conditions, tour stops at lunch and refreshment areas and time spent at tourist attractions.

Special Tours

Special shorter tours may be provided by a tour committee for slower vehicles which will still meet the requirements for mandatory tours.

Extra Activities

Other activities and entertainment may be included during a VMCCA tour or meet at the discretion of the tour committee providing they do not conflict with the "basics" listed in the previous paragraphs.

VMCCA National Tour or Meet Location

National tours or meets should be planned to take advantage of interesting tour or meet locations and the usual weather conditions at a given time of the year. The type and condition of the roads to be traveled by the tour participants as well as the local traffic density should be factors when determining VMCCA national tour locations.

VMCCA national tours should be planned with the safety of tour participants and vehicles in mind. The tour director shall establish the number of vehicles which can be accommodated in the proposed area of the projected tour.

VMCCA National Tour or Meet Registration/Application Requirements Requirements For The VMCCA Liability Insurance Umbrella Policy

The VMCCA's standard release statement must be printed on all national, regional, and chapter tour or meet registration/application forms and be signed by the registrant before

they can be accepted on the tour or meet.

An approved VMCCA national tour or meet registration/application form must be completed and signed by the owner or driver of every vehicle registered and accepted on a national, regional or chapter tour or meet.

All vehicles participating in a VMCCA national, regional, and chapter tour or meet shall carry insurance for a minimum of \$100,000 (single limit) bodily injury and property damage liability coverage.

All participating tour or meet vehicles should be equipped with a fire extinguisher of adequate size; rated for at least B&C; and bearing the UL and/or OSHA Seals of approval.

The Required Owner/Driver Commitment/Release Statement

The following Owner/Driver Commitment/Release Statement *in its entirety must be included on all VMCCA national, regional and chapter tour or meet registration/application forms* by the VMCCA Board of Governors directive dated January 23, 1999. All non-member guests at VMCCA chapter, regional or national events must sign the Owner/Driver Commitment/Release Statement.

I hereby agree to enter the vehicle described in the VMCCA National, Regional or Chapter tour or meet and other planned events. In consideration of the right to enter these events and for other valuable consideration, I (we) do hereby agree to indemnify, protect, defend and hold harmless The Veteran Motor Car Club of America and its Chapters and/or Regions, its Officers and Representatives from and against any and all claims, costs, liabilities and attorneys' fees arising from damage or injury, actual or claimed, of any kind or nature, to property or persons, resulting from my (our) participation in the (name of the event)_____.
The owner/driver has proof of liability bodily injury and property damage insurance on the entered vehicle in the amount of at least \$100,000. In no event shall the liability of the undersigned exceed \$100,000 for bodily injury and property damage resulting from any one account pertaining to this event. Any vehicle participating on a VMCCA national, regional or chapter tour or meet must have duly passed the requirement of the motor vehicle authorities, or other governing bodies, of the state in which the vehicle is registered and the vehicle shall be legally registered and/or licensed. The Veteran Motor Vehicle Club of America and its tour committee will not and cannot be held responsible for the "safety certification" of any participating vehicle.

Signed _____
Address _____
Print Name _____

Official Tour Registration/Application Form

The VMCCA national tour or meet director or registrar will provide the Activities Vice President and the Publications Vice President with a proposed tour or meet registration/application form as soon as feasible. Wording on the form must be altered for each tour or meet in keeping with the needs of the individual tour or meet situation. The VMCCA national tour or meet registration/application form must include the following and must be approved by the VMCCA Activities Vice President prior to distribution.

- The name of the VMCA tour or meet.
- The official VMCCA logo.
- The dates of the tour or meet.
- The description of the tour or meet as printed on the approved VMCCA National Tours and Meets list.
- The tour or meet registration limit.
- The vehicle owner's name.
- The vehicle driver's name and address including email address if available.
- The vehicle driver's phone and fax number.
- The vehicle driver's VMCCA chapter and/or region.
- The number of previous tours attended.
- The Vehicle make, year of manufacture, body type and color.
- The vehicle's license number and state of registration.
- The vehicle's ID number.
- The insurance company and policy number.
- All registered passengers' names.
- Indication of whether the vehicle will be driven or trailered to the tour or meet.
- If the Gold, Silver and Bronze Award Judging Program is to be offered there must be a place on the registration form to indicate if the entered vehicle will be judged.
- The required VMCCA Board of Governors approved owner/driver commitment/release statement.
- Hotel or motel and motor home park information.
- Entry and activities fees information.
- VMCCA national membership fees if applicable.
- Name, address, phone number, fax and email address of the tour or meet registrar.
- Deadlines for registration and cancellation.
- Tour or meet confirmation information.

Previous VMCCA national tour or meet application forms can be obtained from previous VMCCA national tour or meet directors, the VMCCA Activities Vice President or the VMCCA Secretary. Upon approval by the VMCCA Activities Vice President and the VMCCA Publications Vice President, the tour application may, at the discretion of the VMCCA Publications Vice President, be mailed with *The Bulb Horn*. The specific issue in which the application will be mailed will be determined by the Publications Vice

President, the Activities Vice President and the tour director. Requests for entry forms received by the tour director or registrar after *The Bulb Horn* mailing will be mailed as received by the VMCCA national tour or meet registrar.

When someone asks for tour information, be sure to send at least the following:

A tour application/registration form.

Hotel/motel or motor home park information.

A schedule of daily events including a summary of the tour itinerary and evening meetings or entertainment opportunities.

General information about the area, climate and weather expected at the time of the tour.

If there will be fees for admissions to sites on the tour which are not included in the registration fee, list them and their amounts.

Additional Host Responsibilities

The director of any VMCCA national tour or meet must complete or appoint a member of the tour or meet committee to complete the following tasks.

It is the responsibility of the tour director and the tour committee to make arrangements to send a list of all tour or meet participants to the VMCCA Secretary to be verified before the tour book or meet program is printed. The VMCCA Secretary will then advise the tour or meet director if any tour or meet registrations or applications are from unpaid national VMCCA members.

Secure an insurance certificate from the club's national insurer. The name and address may be obtained from the VMCCA Secretary. There is no charge for this, but most event venue's (banquet halls, hotels, etc.) will require a copy before finalizing the contract.

It is the responsibility of the tour director and the tour committee to send to the VMCCA Treasurer the following:

A copy of the financial report sent to the Activities Vice President.

A copy of the check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.

It is the responsibility of the tour director and the tour committee to send to the VMCCA Secretary the following:

A copy of the financial report you sent to the Activities Vice President

A copy of the tour or meet manual/program.

A copy of the list of all awards (class awards and Gold, Silver and Bronze

Awards) and their recipients given at the tour or meet.

A list of donated awards and corporate or business award sponsors. Please include the contact person and their mailing address.

A copy of the tour or meet video if one was made.

The check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.

All monies from club merchandise sold, an inventory of items sold and all unsold club merchandise which was provided by the VMCCA Secretary's office.

It is the responsibility of the tour director and the tour committee to send to the VMCCA Activities Vice President the following:

A complete financial report must be sent no later than 120 days following the last day of the national tour or meet.

A copy of the check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.

A copy of the tour manual if the Activities Vice President did not attend the tour.

It is the responsibility of the tour director and the tour committee to send to the Bulb Horn editor the following:

An article detailing the tour's events, special moments and special people. Include photographs.

Photographs. Identify the cars, people, location, what is going on in the photograph and the photographer. Write the information with an indelible felt pen (Sharpie), not a ball point pen, on the back of each photo. Provide an address to return the photos to.

It is the responsibility of the tour director and the tour committee to send to the next year's director of this tour/meet the following.

A copy of your manual.

A copy of your registration/application form.

A tour bag from your tour complete with the handouts and premiums.

A sample name badge, car banner and /or other items that might be of assistance as they plan their tour. Include the name of the supplier you used for these items.

Banquets, Hospitality Room, Meetings And Event Materials

Opening Reception

On most tours and on meets lasting several days, an opening night reception provides the occasion for participants to renew old friendships, make new ones and generally orient themselves to the event. The tour or meet director can use this opportunity to make whatever announcements are necessary and appropriate greetings.

Registration and Hospitality Room

The host hotel will usually provide either a guest room or a meeting room for your use as a registration room and hospitality room throughout the event. Be sure that you have plenty of help during the first hours of registration and that signs clearly direct the tourists to this place. The hours during which the room are open should be clearly posted and included in the tour manual.

It is good if you can provide some kinds of snacks each evening in the hospitality room because many participants like to gather there. The snacks need not be expensive. They can be cookies, popcorn, other finger foods and some kind of beverage. Each morning plan to provide coffee, water, fruit and/or pastries for those who gather early, if acceptable to hotel.

The hospitality room is usually the place where club merchandise is sold. A bulletin board where participants can place messages and last-minute notices can be posted is also helpful.

Closing Night Awards Banquet

All to soon, the event will conclude. And the Awards Banquet tops it off. During the banquet, you have the responsibility of recognizing the officers present, making concluding remarks and presenting awards. The VMCCA Technical Vice President or his or her designee will award the Gold, Silver and Bronze Awards as determined by the judges. You or your designee will present any other awards.

Regional Meetings

On occasion, one of the regions will request that you find a place for them to hold a regional business meeting. This usually takes place one evening during the tour or meet.

Name Badges, Car Banners, Tour Manual and Bag

Name badges, banners, the tour or meet bag and manual/program must have the official VMCCA logo on them. Camera ready clip art of the club's national logo is found in the Officers Handbook. Your chapter president or regional director has a copy. You may also request a free copy of the club's national logo from the Publications Vice President.

On tours, the manual should include each day's tour directions with mileage posted in increments and total. Be sure to provide adequate maps if the route is complicated. Remember that tourists are not familiar with the area or route as you are and will need thorough instructions. Sample copies are available from the Activities Vice President or previous tour directors.

The tour or meet bag should have the tour or meet logo as well as the VMCCA official logo. You may solicit items to include in the bags. Call or write the major advertisers in the Bulb Horn, check with local sponsors, tourism offices, chambers of commerce, restaurants and attractions for items to include in the tour or meet bag. They will often provide items at no cost to you.

VMCCA National Tour or Meet Checklist

Things to Do BEFORE the Tour or Meet

The following check list may be used by VMCCA national tour or meet directors as a guide in planning a VMCCA national tour or meet. All VMCCA national tours or meets must submit to the Activities Vice President and the VMCCA Board of Governors for approval the following items:

VMCCA member, chapter or region making this request:

This request is for the following tour/meet:

The tour/meet dates requested are: _____

The location where this tour/meet will be held is:

The tour/meet director(s) will be:

Name _____

Address _____

State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Email Address _____

Name _____

Address _____

State _____ Zip _____

Phone (_____) _____ Fax (_____) _____

Email Address _____

Tour/meet committee members include:

Position _____

Name _____

Address _____

State _____ Zip _____
Phone (_____) _____ Fax (_____) _____
Email Address _____

Position _____
Name _____
Address _____
State _____ Zip _____
Phone (_____) _____ Fax (_____) _____
Email Address _____

Position _____
Name _____
Address _____
State _____ Zip _____
Phone (_____) _____ Fax (_____) _____
Email Address _____

Position _____
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Position _____
Name _____
Address _____
State _____ Zip _____
Phone (_____) _____ Fax (_____) _____
Email Address _____

Position _____
Name _____
Address _____
State _____ Zip _____
Phone (_____) _____ Fax (_____) _____
Email Address _____

Written request sent to the VMCCA Activities Vice President to be presented to the VMCCA Board of Governors asking for permission to hold a VMCCA national tour or meet at least one calendar year prior to the date of the tour or meet.

Date written request sent: _____

Date of Board of Governors meeting at which the request will be/was presented.

Date request will be/was presented: _____

The proposed schedule of activities including the approved dates of the tour or meet submitted to the Activities Vice President.

Date schedule submitted: _____

The proposed design of the tour or meet logo submitted to the Activities Vice President.

Date design submitted: _____

The proposed design of the tour or meet participation plaque submitted to the Activities Vice President.

Date design submitted: _____

The proposed schedule of activities including the approved dates of the tour or meet submitted to the Activities Vice President.

Date schedule submitted: _____

Ad copy and tour description submitted to the Publications Vice President for publication in *The Bulb Horn*.

Date ad submitted: _____

The director of any proposed VMCCA national tour or meet is required to provide the national VMCCA Board of Governors with a proposed operating budget.

Date budget submitted: _____

Request for Gold, Silver and Bronze Award Program judging submitted to the Technical Vice President.

Date request submitted: _____

Host hotel secured and contract executed.

Date contract executed: _____

A list of all participants sent to the VMCCA National Secretary's office to be verified before the tour book or meet program is printed.

Date list sent: _____

Things to Do AFTER the Tour

Send the VMCCA Secretary:

A copy of the financial report you sent to the Activities Vice President.

A copy of the tour or meet manual/program.

A copy of the list of all awards (class awards and Gold, Silver and Bronze Awards) and their recipients.

A list of donated awards and corporate or business award sponsors. Please include the contact person and their mailing address.

A copy of the tour or meet video if one was made.

The check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.

Check should be sent to Treasurer and a copy to the secretary.

All monies from club merchandise sold, an inventory of items sold, and all unsold club merchandise which was provided by the Secretary's office.

Send the Activities Vice President:

A complete financial report must be sent no later than 120 days following the last day of the national tour or meet.

A photo copy of the check sent tot the VMCCA Treasurer paying the correct percentage of any profit realized from hosting a VMCCA national tour or meet.

A copy of the tour manual if the Activities Vice President did not attend the tour.

Send the VMCCA Treasurer:

A copy of the financial report sent to the Activities Vice President.

A copy of the check paying the correct percentage of any profit realized from hosting a national tour or meet not later than 120 days following the last day of the VMCCA national tour or meet.

Send the Bulb Horn editor:

An article detailing the tour or meet's events, special moments, and special people. Include photographs.

Photographs. Identify the cars, people, location, what is going on in the photograph and the photographer. Write the information with an indelible felt pen (Sharpie), not a ball point pen, on the back of each photo. Provide an address

to return the photos to.

A copy of the tour manual or meet program if the Publications Vice President did not attend the tour.

Send the next year's director of this tour/meet:

A copy of your tour manual or meet program.

A copy of your registration form.

A sample name badge, car banner, and/or other items that might be of assistance as they plan their tour or meet. Include the name of the supplier you used for these items.

Acknowledge your tour or meet committee chairpersons and committee members. Their hard work was responsible for the success of your event.

Items to Include in Your Budget

This is, of course, not a full and complete list. It does, however, include most items you will provide on your tour or meet.

Name badges

Dash plaques

Tour or meet manuals/programs

Tour or meet bags

Car identification (window cards and/or banners)

Tow truck or trailer expenses

Registration/application forms

Trophies and awards

Postage and office supplies

Telephone

Hospitality room

Banquets and reception costs

Entertainment

Judges' breakfast

Coffee stops

Door prizes

Site admissions (if they are included in your registration fee)