

## **Basehor Car Show**

### **Volunteer Coordinator Handbook**

#### **1. Registration table:**

- a. Must have 4 lanes for registration – clearly labeled (signs).
- b. 4 people per shift
- c. Cash drawer – have cash on hand to make change! (set cash drawer between LANES 2 & 3) Keep positive control on cash.
- d. Set up a check-in point for Judges and volunteers to sign in.
- e. Have the T-shirts, Dash cards, dash plaques and grab bags.
- f. Stage the Preregistered grab bags for lane #1.
- g. Pre-number a stack of Dash cards.
- h. Have registration sheets ready.
- i. Hand out Grab Bags until they are all gone.
- j. Save the preregistered grab bags (late pick up).
- k. Announce 50/50 raffle to all registrants
- l. Hand out People's Choice and explain that more money = more votes!
- m. Have the judging sheets ready / available
  - i. **Lane #1:** Preregistered contestants, check and update emails for registered entrants as they sign in. Have a grab bag labeled for all preregistered cars. The bag will contain the Filled-out Dash card, T-shirt and a car show dash plaque. (the bag will also have all of the regular grab bag stuff).
  - ii. **Lanes #2 and #3:** Day of show registering. Capture the car owner's data on the *registration sheet* (get email address). Have the owner fill out a Dash card, hand them a grab bag with the Dash card.
  - iii. **Lane #4:** Handle the T-shirt sales and locate/give pre-registered grab bag handouts to Lane #1, and car show dash plaque to new registrants.

#### **2. Parking control: start parking control NLT 0700**

- a. Must have 4 parking attendants on duty.
- b. 2 pax to control entry and 2 more to monitor parking
- c. Have a printed map of parking lot layout, traffic pattern, food trucks, vendors, etc.
- d. Safety vests are in the box of show supplies, must wear safety vest.
- e. Give car show participants 2 full parking spots, put cars in every other spot, have people sit in empty spot next to their car.
- f. Some car clubs arrive early so they can be together
- g. Spectators must park in admin lot, the north side parking lot.
- h. Car Trailers park west of the football field

3. **Parking / Entrance traffic signs:**

- a. 0600 (or night before) put up the show car entry, visitor parking and traffic direction signs. (these are the small lawn type signs)
- b. Put up shade awnings at entrance and exit.
- c. Assist with Fire Truck parking, clear the path.
- d. Barricades/cones can be borrowed from the school or -Traftec has donated this in past years 913-621-2919 (Roseanne Smallwood is the contact)
- e. Mark the entry point for show cars, put up arrow sign at the corner (see map of event)
- f. Anyone bringing their show car on a trailer, must put truck and trailer in the back/west lot. (football field lot)

4. **Judges: Judges meeting at 1000**

- a. Assemble all Judges, and make sure you have a judge assigned to all of the specialty categories.
- b. Put judges in two-man teams, (except for the specialty judges) and assign a section (row) of cars. Look at the lot, and divide into easily identifiable sections, assign judge team.
- c. Specialty awards, i.e., Chairman's Mayor's choice, Superintendent's Choice, Principal's choice and so on) Have that individual look at all cars and make their choice.
- d. Hand out judging score cards, staged at registration table.
- e. Send score sheets inside to be recorded. (Have a runner to collect the score sheets if possible)

5. **Score card tabulation:**

- a. Computers to tabulate scores
- b. Have a runner to collect the score sheets from the judges, they can collect 5 or 10 sheets at a time. (if at all possible, have a runner)

6. **50/50 Raffle: 2 person teams**

- a. 0800 start time, 50/50 buckets are in the box of supplies
- b. Raffle tickets are \$1.00 each, 6 for \$5.00, or \$15.00 for an arm's length
- c. Have at least one team continuously walking the cars, announcing 50/50 raffle.
- d. make a large sign for 50/50 sales at the registration table.

7. **DJ / music: start NLT 0745**

- a. *DJ / sound system must be ready for the 0800 National Anthem*
- b. Make sponsor announcements every half hour (at the top of the hour)
- c. Announce the Judges meeting at 1000
- d. Announce silent auction and raffle items (in between sponsors announcements)
- e. Lug nut guess game. (large jar filled with lug nuts – closest gets a raffle prize)

8. **Silent Auction:**

- a. Ensure that there is a preprinted bid sheet with description and minimum bid for all items.
- b. Ensure that there is a minimum bid for all items, and it is clearly marked on the bid sheet.
- c. Check on bid sheets frequently
- d. Announce auction winners at 1500, before the awards are handed out.
- e. Have the winners pay and pick up upon announcement. (chks: to Basehor car show)

9. **National Anthem / Flag Detail:**

- a. VFW will do opening flag ceremony - at show opening, 0800.
- b. VFW assemble and be ready NLT 0750
- c. Make sure this is on time,
- d. Possibly conduct a quick practice

10. **Grab Bags:**

- a. Have all grab bags filled and boxed – staged at the registration table
- b. Separate the pre-registered

11. **Sponsor Board:**

- a. Put up the 4x8 Sponsor Board in a prominent location.

12. **Awards and Trophies:**

- a. Have the awards and trophies staged on a table for all to see.

13. **Raffle Prizes:**

- a. Have the raffle prizes staged at the DJ booth – so he can hand out to winners.

14. **Clean Up:**

- a. Have all clean up personnel meet at 1500, at the registration table.