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**GUIDELINES FOR HOSTING A
VINTAGE MOTOR CAR CLUB OF AMERICA
NATIONAL TOUR**

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HOW TO SUCCESSFULLY HOST A NATIONAL TOUR

The Vintage Motor Car Club of America (VMCCA) is committed to fostering the popular hobby of collecting, restoring, and driving vintage motor vehicles. To this aim, our primary activity as a club is touring in these vehicles. The VMCCA sponsors approximately five or six tours each year in varying locations across the United States. Tours are, without exception, enjoyable, educational, and the source of cherished friendships with people from all areas of the country.

Tours are hosted by chapters, regions, or individual members who volunteer to plan the tour routes, stops, and activities. In most cases the hosts are assisted by members of their local VMCCA Chapter and/or Region. They are always assisted by the National Board of Governors. In order to make tours consistent and the planning of them enjoyable for the hosts, the VMCCA has created the following guidelines for tour hosting. Please read them with a view as to how your fellow hobbyists across the country can visit and enjoy your very special area as your guests.

These guidelines are current as of February 24, 2018. If you have any questions or need any assistance beyond this in planning your tour, please contact the Activities Vice President whose name is located with the officer listings on the VMCCA website as well as in the *Bulb Horn* magazine.

Thank you so much for considering hosting a tour.

WHAT YOU NEED TO DO TO GET STARTED

Prospective tour hosts should contact the Activities Vice President and outline the tour they have in mind. Together with the Activities VP they will decide a suggested tour location, date, and type of tour like 1- & 2-Cylinder, Chrome Glidden, Heritage, etc. Planning should be done as far in advance as possible, preferably one year prior to the date of the tour.

WHAT THE BOARD NEEDS TO KNOW

1. THE TOUR YOU WOULD LIKE TO HOST

The following tours are sanctioned by the VMCCA Board of Governors.

REVIVAL AAA GLIDDEN TOUR

Open to both VMCCA and AACA members. The VMCCA hosts the Glidden Tour in even numbered years and the AACA host 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. Automobiles must be built in or before 1942. It is usually held in September or October. Separate Tour Guidelines are available.

CHROME GLIDDEN TOUR

Open to all VMCCA members driving cars built in 1935 up through 25 years old. The Chrome Glidden Tour is modeled after the Revival Glidden Tour and allows owners of these newer cars to enjoy

many of the traditions and excitement of the Glidden Tour. A Chrome Glidden Tour usually includes six days of scheduled activities beginning on Sunday and ending on the following Friday. This tour has some unique features. Please contact the VMCCA Activities Vice President for more detailed information and at the end of these guidelines.

HERITAGE TOUR

Open to all VMCCA members driving cars built 1949 and earlier. Heritage Tours follow a historic theme.

ONE AND TWO CYLINDER TOUR

Open to all VMCCA members driving 1- & 2-cylinder cars, steam cars, or electric cars built in or before 1915; and 4-cylinder cars of 10 horsepower or less built in or before 1904.

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 includes six days of scheduled activities beginning on a Sunday and ending on the following Friday.

NICKEL VINTAGE TOUR

Open to all VMCCA members driving cars built in or before 1934. 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. Tours usually include five days of touring. This tour alternates every third year with the Convertible and Orphan Car Tours.

CONVERTIBLE CAR TOUR

Open to all VMCCA members driving convertible cars 25 years of age or older. Tours usually include five days of touring. This tour alternates every third year with the Muscle and Orphan Car Tours.

ORPHAN CAR TOUR

Open to all VMCCA members driving Orphan Cars 25 years of age or older and whose manufacturers are no longer in business. Tour usually includes five days of touring. This tour alternates every third year with the Muscle and Convertible Car Tours.

NOTE: As of January 2007, the Board of Governors has ruled that the age of attending vehicles may be altered by the Tour Chairman if, by the closing of registration, the tour has not met its registration goal. The exception to this ruling are the Glidden tours and the 1- & 2- Cylinder tours.

2. TOUR DIRECTOR

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

3. DATE AND HOTEL

Work with the Activities Vice President on a date that does not conflict with other national tours. Secure a hotel for those dates. More information on hotels is on page 4 of these guidelines.

4. BUDGET

The director of any proposed VMCCA national tour is required to provide the Activities Vice President with a proposed operating budget to be approved by the national board and the national treasurer. This budget should be presented as soon as possible but no later than 6 months before the tour. It must be approved before any ads can be placed in the *Bulb Horn*. VMCCA national tours should be structured financially to be self-sufficient and to realize a reasonable profit. A 10% contingency should be added to the budget to cover any unexpected items that occur after the budget is prepared. Any profit realized by the host chapter, with the exception of the Glidden Tour, is to be distributed as follows: 25% returned to the VMCCA national treasury to help defray the cost of insurance, publicizing the tour, etc., and 75% is to be kept by the sponsoring chapter or region. If there is not a chapter or region, all the profit will go to the VMCCA national treasurer. The profit distribution for the Glidden Tour is 80% to National and 20% to the host chapter or region.

5. JUDGING REQUEST

If there is a request for Gold, Silver and Bronze Award Program judging, see complete information on a separate sheet in the Appendix.

6. LOGO AND AD

The proposed design of the tour logo and ad copy for publication in the *Bulb Horn* needs to be approved by the Activities Vice President and the board. It must contain the website VMCCA.org. Electronic or camera-ready files should be supplied. Talk to the Activities Vice President if you need help. An article for the *Bulb Horn* can be submitted to advertise your tour.

7. PLAQUES AND BANNERS

The proposed design for additional plaques, car banners, or window cling needs to be approved by the Activities Vice President. It must contain the website VMCCA.org.

8. REGISTRATION FORM

The registration form will be published free of charge on the white tear-off cover of the *Bulb Horn*. Approval and deadline information will come from the Activities Vice President. Samples are enclosed in the Appendix. Registration forms and tour information may also be posted on the VMCCA.org web site for downloading by potential tour participants.

9. LIST OF TOUR PARTICIPANTS

Drivers in all VMCCA national tours are limited to members in good standing of the Vintage Motor Car Club of America. A list of attendees must be sent to the Activities Vice President and the VMCCA Secretary for membership verification. Passengers that are not members are invited to ride along and encouraged to become members but only VMCCA members are permitted to operate a vehicle while on the tour.

OTHER HELPFUL INFORMATION

1. CHOOSING A HOTEL

One of the first things you need to do after choosing your tour and approximate date is to see if the hotel you want is available.

- A. The host hotel should be large enough to accommodate the majority of the participants. If not, secure another nearby hotel. Be sure to include extra rooms for passengers in your count.
- B. Be sure they are affordable and handicap accessible.
- C. Negotiate room rate for the number of rooms you need including the day before and day after the tour. A lot of participants come early.
- D. Try to arrange a breakfast included in the room rate if the hotel does not have a complimentary breakfast but has a restaurant.
- E. Request complimentary meeting rooms, guest rooms, and other amenities such as podium, microphone, etc. Be certain to have large enough space for the hospitality room and check if you can be allowed to bring your own snacks in for the hospitality room.
- F. There should be enough parking to allow for trailers and the cars. If not, secure a lot close by that can be used. Motor home parking should be accommodated as near to the host hotel as possible.
- G. You need a hotel contract but check with the Activities Vice President before signing any contracts. Do not guarantee payment for a certain number of rooms but reserve the number you need with a cut-off date to release room not reserved. This is usually 6 weeks before the tour. Hotel reservation information is published as far ahead as possible. **THE HOTEL CONTRACT SHOULD BE READ CAREFULLY.**
- H. Ask the Activities Vice President if you need space for a VMCCA Board of Governors meeting.

2. OPENING AND CLOSING NIGHTS

- A. The opening night can be a banquet, light meal, etc., either at the hotel or nearby. It is a time to welcome everyone to the tour and make any announcements about the tour.
- B. At the opening night the Activities Vice President will arrange some recognition for those that drove their car to the tour and those that are attending their first national tour. The "Buddy System" where participants are paired to check on someone for the week will be explained. This is a great ice breaker. At the closing banquet the Activities Vice President will announce the national tours for the year.
- C. The closing night is usually a banquet either at the host hotel or nearby. This is a time to recognize the VMCCA officers and the tour host. Awards and door prizes can be given.

3. AWARDS

- A. If there was judging on the tour, these awards should be arranged with the VMCCA Technical Vice President.
- B. Other awards may be given like oldest driver, youngest driver, hard luck award, etc. These awards are given at the discretion of the tour host.

4. HOSPITALITY ROOM

A hospitality room is usually provided for club members to gather, enjoy light snacks, Beverages, and purchase club merchandise. A bulletin board where participants may place messages and last-minute notices is also helpful.

- A. Items to buy include snacks (chips, popcorn, cookies, cheese, fruit, etc.) and beverages like water and sodas (including diet and non-caffeinated). You can ask members to bring snacks if consent is approved by the hotel.
- B. Make water available for people to take on the tour each day, especially in warm weather.

5. TOURS

Plan your tours to take in the scenery and interesting places in your area. Keep to the rural roads with little or no interstate or high-speed travel. Keep in mind the ages of the cars.

- A. Daily tour routes should be no longer than 8 hours including stops.
- B. Tour routes should not exceed 100-150 miles depending on the age of the vehicles and the stops.
- C. Signage should be provided at critical or confusing intersections. Traffic directors may be needed in some locations, near a turn, and for parking. Any actual traffic control in public right-of-ways shall only be provided by area law enforcement.
- D. Each tour day should include a morning stop (coffee break or restroom stop). An afternoon stop can be added.
- E. Adequate parking is needed for all stops.
- F. All routes should be verified and re-verified before the actual tour day. A format for writing routes is in the back of these guidelines. A tour suggestion booklet will be included with tour packet.
- G. If lunch is provided, there must be enough space for everyone to sit and vehicles to park. It may be necessary to divide into two sittings. Make sure to have enough receptacles for adequate trash disposal.
- H. Have someone appointed to take pictures during the tour and someone to write an article for the *Bulb Horn*.

6. ITEMS TO INCLUDE IN YOUR BUDGET

The tour must not only be self-sustaining but should make a reasonable profit for the National and Local Region or Chapter Treasuries. This is, of course, not a full list. It does include most items you may provide on your tour. A sample tour budget can be downloaded from the VMCCA.org website under Member services and is in the Appendix.

- Name tags
- Dash plaques - optional
- Tour manuals
- Tour bags
- Car identification (window clings or banners)
- Tow truck or trailer expenses if planned
- Awards or judging awards if planned
- Postage and office expense
- Photography
- Hospitality Room supplies

Banquets, receptions, meal costs (including all gratuities and taxes)
Entertainment
Coffee stops
Door prizes
Site admissions (if they are included in your registration fee)
Donations

Note: If you are planning a national tour at a distance from your home, you can include an amount in the budget for trips to plan the tour.

7. PUBLICIZING A VMCCA NATIONAL TOUR

The tour advertisement for the *Bulb Horn* or other advertisement should be attractive and easy to read. Look in past *Bulb Horn* magazines for ideas. The Activities Vice President will have some deadlines for insertion into the *Bulb Horn*. Some of the items to include:

- A. The official logo of the Vintage Motor Car Club of America. Camera ready clip art is available from the Publications Vice President or ask the Activities Vice President.
- B. The club website should be on all handouts or advertisements. (www.vmcca.org)
- C. The name of the tour, dates of the tour, city and state where the tour will be held, logo or artwork designed to represent the tour.
- D. Name and contact information for the person to whom requests for further information should be directed.
- E. Hotel information can be included with prices, code to use, and phone number.
- F. Age of cars and number of vehicles which can be accommodated in the proposed area.

8. TOUR MANUALS

- A. Tour manuals should include each day's tour directions with mileage posted in both increments and totals. Provide adequate maps if the route is complicated. Landmarks and town names can be helpful. Use the new "Guide for Writing Directions" available from the Activities Vice President and the sample in the Appendix.
- B. Tour Instructions should be kept simple and direct without excessive text. A Point of Interest should be in a different font to differentiate it from important tour instructions.
- C. An alphabetized list of participants names, number of their cars, and the cars they are driving.
- D. The spiral-type tour books is preferred instead of notebooks. It is easier to handle in small cars.
- E. Other information could be a welcome letter, emergency numbers, tour director's cell phone, tow truck phone number, list of Ethanol-free fuel stations, etc.
- F. It is suggested to have a few local sights and routes for the "Early Birds" that arrive before the evening welcome event.
- G. There are two pages on the Annual National Awards and a Nomination Form that need to be added to the tour manual.

9. CAR IDENTIFICATION, TOUR BAGS, DASH PLAQUES AND NAME TAGS

- A. Car banners or window clings must have www.vmcca.org located somewhere.
Ask the Activities Vice President for some suggested vendors.
- B. Tour bags do not have to be fancy. They can be free from car vendors or something you purchase. They are to hold the tour book, any pamphlets from places you are visiting on the tour, map of the state, car identification, name tags, Chamber of Commerce info, or other items you solicit from your area.
- C. Dash plaques are sometimes given as a memento of the tour. They are inexpensive and collected by some.
- D. Name tags should have the name (in large letters), city and state, and car they are driving. There should be a different color, sticker or smiley face on those attending their first VMCCA National Tour. Neck wallets for the name tags can be purchased or participants can be asked to bring their favorite. A few generic ones should be on hand.

10. REGISTRAR AND REGISTRATION FORM

- A. A registrar is important for receiving all the registrations, informing applicants of acceptance, sending a list of participants to the Activities Vice President and the VMCCA Secretary to verify their membership, etc. A letter closer to the tour can give Last-minute instructions, like trailer parking, bring your name tag holder, etc.
- B. Sample registration forms are in the Appendix. A date the application can be mailed must be put on the application but no more than 6 months before the tour date. Use the middle of the month like March 15 on the months the *Bulb Horn* is mailed. Not everyone receives the *Bulb Horn* at the same time. A cutoff date or until filled should be listed as well as a refund date. Check the sample forms for other information.

11. CAMP GROUND

Camp ground locations and contact information is needed for those that bring their motor homes. If motor home/RV parking is not permitted at the host hotel or the car trailer storage area, a notice needs to be on the registration form.

CAR REQUIREMENTS AND INSURANCE

In keeping with the VMCCA's long standing policy, no cars, trucks, or other vehicles may participate in any national tour 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 the sign is current, they cannot be driven on a national tour.

The VMCCA's standard release statement must be printed on the registration form and signed by the owner or driver of the vehicle registered for the tour. A copy is on the VMCCA.org website. All vehicles participating in a VMCCA national tour shall carry insurance for a minimum of \$100,000 bodily injury and property damage liability coverage. All vehicles should be equipped with a working fire extinguisher.

If an event venue (banquet, hotel, etc.) require an insurance certificate, one is available from the VMCCA Secretary.

FOLLOW-UP AFTER THE TOUR

1. An article should be submitted to the *Bulb Horn* editor with pictures. Appoint someone to take pictures during the tour and someone to write an article. Identify cars and people when you can.
2. Send the VMCCA Secretary and Activities Vice President:
 - A. A copy of the tour manual if he or she did not attend the tour.
 - B. A copy of the check and financial report that is sent to the Treasurer.
 - C. If there is judging, send the Secretary a list of all awards.
3. Send the VMCCA Treasurer:
 - A. A check for the correct percentage of any profit from hosting the tour and a final financial statement no later than 90 days following the tour.
4. Send the next year's director of this tour:
 - A. A copy of the tour manual unless they were on the tour.
 - B. A copy of your tour budget and registration form.
 - C. A sample of name badge, car banner, and/or other items that might help them as they plan their tour next year.
5. The National President, National Activities VP, and National Treasurer should send a letter to the tour chairpersons thanking them for putting on the tour and sending the Club a check.

ANNUAL MEMBERSHIP MEETING & AWARDS BANQUET

The Annual Membership Meeting and Awards Banquet is usually held in January or February on a three-day weekend. It is not to conflict with the AACA Annual Meeting held in February. It starts with a Thursday night welcome dinner, Friday morning Fourth Quarter Board of Governors meeting, and an activity in the afternoon. Saturday morning is the Annual Membership Meeting and the First Quarter Board Meeting. Another activity can be planned for the afternoon. Saturday night is the Awards Banquet and Installation of officers. Other information for hosting this event is in the Appendix.



VMCCA KIND OF TOUR

Dates, city & state

TITLE OF YOUR TOUR

Hosted by (If there is a region or chapter)

Preference given to age of vehicles. -- Limited to vehicles.



Please print

Owner _____ Driver (if different) _____
 Address of Driver _____ City, State, Zip _____
 Phone (H) _____ (C) _____ E-mail Address _____
 VMCCA Region _____ Chapter (if any) _____

Print names for name tags (If children, please indicate ages)

Driver _____
 Passenger 1 _____ City & State _____
 Passenger 2 _____ City & State _____
 Passenger 3 _____ City & State _____

Vehicle. 19 _____ Make _____ Body Type _____ Body Color(s) _____
 State & License Plate No. _____ Need trailer parking? Yes _____ No _____

List names of driver/passengers on their 1st VMCCA national tour _____

If driving your vintage vehicle to the event, what is estimated mileage you will drive _____

REGISTRATION FEES Include Hospitality Room, ___ dinners, ___ lunches, coffee stops, admissions except optional and pre-tours, *Tour Book*, entertainment, more.

One vehicle & driver \$XXX.XX
 Non-VMCCA driver add annual dues \$37.00 _____
 Passengers _____ x \$XXX _____
 Passengers (ages 4 thru 11) _____ x \$XXX _____
 Extra *Tour Book* _____ x \$XX _____

Button down shirts: short sleeve, cotton/poly, maui blue w/ tour logo

	Sizes	Quantity	Size	
Woman -- no pocket	S, M, L, XL			x \$xx _____
Woman -- no pocket	2XL - 6XL			x \$ xx _____
Man with pocket	S, M, L, XL			x \$xx _____
Man with pocket	2XL - 6XL			x \$ xx _____

TOTAL ENCLOSED \$ _____

DO NOT MAIL BEFORE DATE

- Make check payable to: **Name to use**
- Registrations postmarked date sent to
- Cut off date or until filled.
- **Mail to:** Registrar Name Address
- Registration, cancellation, and refund deadline is _____.
- **Chair:** Name and phone number
- Email

Hotel and Campground

Hotel name and address _____ Cost of room \$ _____ plus tax _____ State if breakfast is included _____
 Reservations accepted when? _____ Group code: name _____ phone: _____ Hotel email: _____
 Campground - name, address, phone number. Reservations accepted when? _____

Owner/Driver Commitment/Release Statement: I hereby agree to enter the vehicle described in the Veteran Motor Car Club of America _____ Tour. In consideration of the right to enter this event and other valuable considerations, I (we) do hereby agree to indemnify, protect, defend and hold harmless VMCCA and its Chapters, Regions, Officers, and Representatives from and against any 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 20 _____ Tour. The owner/driver has proof of bodily injury and property damage liability insurance on the entered vehicle in the amount of at least \$100,000 per person, \$300,000 per accident bodily injury liability and \$100,000 property damage liability, or \$300,000 combined single limit liability insurance.

Name of Insurance Company is _____ Policy No. _____ Policy Term _____ to _____
 The owner/driver certifies that the described vehicle entered in this event has passed the requirements of the motor vehicle authorities of the state in which the vehicle is registered, and the vehicle is legally registered and/or licensed. The VMCCA and its representatives will not, and cannot, be held responsible for the "safety certification" of any participating vehicle.

Signed _____
 Owner _____ Date _____ Driver (if different) _____ Date _____

VMCCA National (kind of tour)

Name of your tour _____

City, State, and date of tour _____

Do not mail before _____ cancellation date _____

Preference Given to Cars age of cars. Limited to _____ Vehicles

Driver must be a member of VMCCA



PLEASE PRINT

Driver/Owner _____ Address _____

City _____ State _____ Zip _____ Phone _____ email _____

VMCCA Region _____ Chapter _____

VEHICLE INFORMATION

Year _____ Make _____ Body Type _____ Body Color _____

Driven _____ Trailered _____ I will have a motor home _____

Please list names if this is your FIRST NATIONAL tour
If driving your vintage vehicle to the event, what is the estimated mileage you will drive _____

Driver _____

Passenger #1 _____

Passenger #2 _____

Passenger #3 _____

ENTRY FEE:

One Vehicle and Driver _____

If you are not currently a VMCCA member
Add \$xx _____

Passengers @each _____ x \$xxx _____

Extra Tour books (one per car inc) \$xx _____

TOTAL ENCLOSED \$ _____

Owner/Driver Commitment/Release Statement

I hereby agree to enter the vehicle described in The Veteran Motor Car Club of America 2013 Heritage Tour. 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 attorney's 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 2013 Heritage Tour.

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 per person \$300,000 combined single liability insurance.

VIN # _____ State & License Plate No. _____

Insurance company name _____

Policy # _____

Policy term (dates) _____ to _____

The owner/driver certifies that his/her vehicle entered in this event has duly passed the requirements 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 _____ Date _____
Owner

Driver (If different) _____ Date _____

Make check payable to name of your tour

Mail to: Tour directors
Address _____

Email address _____

Sunday -- date Registration, Optional Sunday Tour
Opening reception or dinner

Monday -- date -- list of activities each day

Tuesday -- date (you might show what meals or

Wednesday -- date, events are included)

Thursday -- date

Friday -- date

If you need to have a choice for meals

Choice _____ type of sub, wraps, etc.

Closing banquet

Choice _____, _____, _____

LODGING: Please make your own hotel reservations.

Rooms have been blocked for us at :

Host Hotel: Name of hotel

Address

Phone number

Rate \$xxx + tax Includes breakfast (if it does)

Mention Code name for rate

Mention if this is the case: On site trailer parking.
On site camping without hookups.

VMCCA Tour Budget Worksheet / Final Report

Tour name _____			
Tour dates _____			
Income	units	unit price	total
Entry fees- Car/Driver			0.00
Entry fees - Passengers			0.00
Entry fees - Passengers daily			0.00
National Dues - new members			0.00
Gold Award of Excellence Judging			0.00
Admissions			0.00
Admissions			0.00
Admissions			0.00
Meals			0.00
Meals			0.00
Meals			0.00
Banquet - Opening			0.00
Banquet - Closing			0.00
Clothing			0.00
Tour books - extra			0.00
other 1			0.00
other 2			0.00
other 3			0.00
Total			0.00
Entry fee - REFUNDS			0.00
TOTAL			0.00

ONLY MAKE ENTRIES ON LINES THAT ARE APPROPRIATE FOR YOUR TOUR

Expenses - organization	amount
Tour set-up club members expenses	
Office supplies	
Hospitality room rent	
Awards	
Door prizes	
Gazette/daily newspaper	
Photography	
Trailer parking	
Trouble truck	
	units unit price
National dues to national	0.00
Gold Award fees to Nat'l	0.00
Judges breakfast	0.00
	0.00
	0.00
CONTINGENCIES	enter total amount
Total	0.00

Expenses - per car	units	unit price	total
Car Number - Decals/Banners			0.00
Dash plaques			0.00
Tour bags			0.00
Tour books			0.00
Goodie Bags			0.00
Goodie Bag contents			0.00
			0.00
			0.00
Total			0.00

Budget/Report date _____

Summary	
Income	0.00
Organizational expenses	0.00
Per Car expenses	0.00
Per person expenses	0.00
Total expenses	0.00
Income/Loss	0.00

IF THERE ARE ANY EXPENSES THAT ARE NOT PER PERSON OR PER CAR
ENTER THE AMOUNT IN THE TOTAL COLUMN (AS EXAMPLE - A FIXED AMOUNT
CONTRIBUTION IS MADE AND COVERS EVERYONE ON THE TOUR)

Expenses - per person	units	unit price	total
Name tags			0.00
Hospitality room provisions			0.00
Banquet- Opening			0.00
Day 1	Coffee stop		0.00
	Admissions - AM		0.00
	Admissions - PM		0.00
	Lunch		0.00
	Dinner		0.00
	Other		0.00
Day 2	Coffee stop		0.00
	Admissions - AM		0.00
	Admissions - PM		0.00
	Lunch		0.00
	Dinner		0.00
	Other		0.00
Day 3	Coffee stop		0.00
	Admissions - AM		0.00
	Admissions - PM		0.00
	Lunch		0.00
	Dinner		0.00
	Other		0.00
Day 4	Coffee stop		0.00
	Admissions - AM		0.00
	Admissions - PM		0.00
	Lunch		0.00
	Dinner		0.00
	Other		0.00
Day 5	Coffee stop		0.00
	Admissions - AM		0.00
	Admissions - PM		0.00
	Lunch		0.00
	Dinner		0.00
	Other		0.00
Banquet- Closing			0.00
Total			0.00

GUIDELINES FOR THE ANNUAL MEETING

HOTEL: 50-75 rooms (reserve some for Wednesday for those that come early).

Prefer a hotel with breakfast when possible.

Hospitality room to meet and visit plus some soda, water, and a few snacks.

Place for registration on Thursday.

MEETINGS: Two meetings – one Friday morning and two Saturday morning.

Need room with chairs for 80-100 people.

Set up with chairs and table in a U shape to seat 20 with 8 across the front.

Ice water and cups available for the 20 at tables and for others in the room.

Coffee is nice but not necessary.

Need 2 wireless microphones for the meetings.

DINNERS: Welcome dinner on Thursday night either at hotel or at a restaurant.

Awards dinner and installation of officers Saturday night – no head table but two tables for awards, a microphone, a digital projector, computer with PowerPoint (a part of Microsoft Office) and a screen or light-colored wall. (Check with persons in charge to see what they require or if they are bringing the items.)

Cocktail cash bar before the dinners.

ACTIVITIES: Attractions/places to visit on Thursday afternoon.

Attractions/places to visit for Friday and Saturday afternoon.

NAME TAGS AND INFO: Name of person and where from.

Rough agenda sent out by email ahead and final agenda at registration.

It is nice to have a list of the people attending and where they are from.

Goody bags or folders for information. Nice to have some brochures of places to visit.

BULB HORN: Ad for the meeting with date, place, hotel, registrar, and a form to be sent with a check for reservations.

BUDGET: A budget will be needed to decide a registration amount which will include meals, meeting room expense if necessary, microphones, other equipment that needs to be rented, hospitality, etc.

AWARDS AT A NATIONAL TOUR

There are six types of awards that may be available at a national tour:

1. Class Awards
2. Gold, Silver and Bronze Award Program
3. Participation Award for Chrome Glidden Tour
4. Participation Award for Glidden Award
5. First Time Tourist Award
6. Miles Driven to Tour Award

CLASS AWARDS

These awards may be presented by the local sponsors of the tour 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.

Expenses related to these awards 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

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. The VMCCA Gold, Silver and Bronze Award Program may only be held in connection with a VMCCA national tour. The awards are provided by the Technical VP and entrants will pay a cost of \$15 per judged vehicle.

If this judging program is to be held at a VMCCA national tour, the 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 or designee must notify the VMCCA Technical Vice President as to how many vehicles have requested judging. This allows arrangements to be made in advance for judges and adequate awards to be taken or sent to the tour director. This notification will be a list of the vehicles to be judged including owner name, vehicle year, vehicle make and body style.

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 tour director 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. The \$15 entry fees will be used to cover the cost of the judge's breakfast.

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

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.

PARTICIPATION AWARD FOR GLIDDEN TOUR

Vehicles of 1913 model year and older that participate in the Glidden Tour are eligible to receive a Glidden Cloisonné. A cloisonné is awarded to a vehicle only once, on the first Glidden Tour it attends. A vehicle must attend the tour to receive a cloisonné; if a vehicle registers but does not attend, it will not receive a cloisonné. Vehicles must participate in the tour at least one day; they do not need to complete the whole tour. They can drop out due to a mechanical issue and still receive the cloisonné. This cloisonné is awarded to both VMCCA and AACA member vehicles equally.

These cloisonné's are provided to the tour director by the Technical VP. The tour director or designee should provide a listing of all registered 1913 and older cars to the Technical VP within two weeks after the registration period closes so that the cloisonné's can be made ready. Listing shall include: owner name, owner city and state, vehicle year, vehicle make, and vehicle model.