

## Part 8 – Other Appointments

### I.8.17 Werks Reunion Committee

The Werks Reunion Chair oversees the planning and management of the Werks Reunion events for the Club. Werks Reunion events are held annually in March at Amelia Island, FL and in August at Monterey, CA.

Werks Reunion includes a judged field of cars and a car corral. Depending on location, PCA may also manage the paid spectator parking. The judged field is usually limited to 150 cars. The model-specific corral portion is not limited to but historically has between 450 to 550 cars entered.

Responsibilities include, but are not limited to:

Procedures:

- National Administrative
  - Attend the Winter Staff Assembly, the Annual Summer Membership Meeting and the Board of Directors teleconference meetings
  - Submit quarterly committee reports on activities from the preceding quarter
  - Submit an annual budget
- Event Activities
  - Pre-Event
    - 6 months prior
      - Selects and meets with lead team to update planning. Review debriefing from prior year
      - Volunteer Chair monitors online registration site for volunteers and shirt sizes
      - Facility Chair coordinates with Werks Chair and interfaces with City/County for timeline for permits, depending on the site
        - This may include permits for tent structure, recycling, road closer, traffic management, notice to local residents, food permits, etc.
    - 5 months prior
      - Review ads and update online registration form
      - Initiate and approve Werks promotional advertising in *Panorama*, PCA website, *e-Brake News*, and other social media outlets while working with the National Office (NO)
      - Establish Concours and Corral registration fees with the NO
      - Secure Liability Insurance through the NO if required by the venue
    - 4 months prior
      - Open registration
    - 3 months prior
      - Confirm equipment rentals, tent and restroom rental, food vendors, etc.
      - Approve layout design; work with County for permit

- Order items for attendees. Could include but not limited to: goodie bags, concours signs, event shirts, trophies, etc. Some orders done through the NO
- Plan new or updated signs needed for the event (Signage Chair)
  - Work with the sign company for corral signs and shipping
- Place orders for tents and all that goes into tents (tables, chairs, tablecloths etc.), restrooms, public address sound system and EMT service needed for event (Facilities Chair)
  - Work with site if food trucks are needed and secure trucks
  - Send estimate and request for vendor deposits to the NO and the PCA Treasurer
  - Secure color guard for opening ceremony
- 2 months prior
  - Order volunteer t-shirts, judges shirts and staff shirts
  - Coordinate volunteer shirt order (Volunteer Chair & Werks Chair)
- 1 month prior
  - Adjust any orders in line with registration figures
  - Conduct site visits to confirm arrangements
  - Arrange for overnight security for Thursday before event
  - Ensure cars are in correct classes, set limits for entries, decide number of trophies, set up judge teams, and collect shirt sizes (Head Judge & Werks Chair)
  - Determine car numbers per model (Corral Chair & Werks Chair)
    - Plan car model field location which should change each year
    - Order numbers by model from online registration site
  - Arrange for needed volunteers on Thursday and Friday for set up and take down of signs (Signage Chair & Volunteer Chair)
  - Check with each Chair for first round of volunteers needed. If more volunteers are needed, look at sending out request to the Zone Rep and Regions. (Volunteer Chair)
  - Review and confirm Thursday arrivals scheme and set-up for all vendors (Facilities Chair)
- 2 weeks prior
  - Meet with lead team for updates and last-minute issues, either via conference call or in-person meeting if needed
  - Coordinate volunteers needed for day-of event or staffing if outside service is used (Spectator Parking Chair & Werks Chair)
  - Send out volunteer assignments
- 1 week prior
  - Send out last minute information to all registrants by email
  - Coordinate fire inspection time, tent set up times and sign off (Facilities Chair)
- 2 days prior
  - Arrive and oversee layout and setup

- Coordinate pick up of signs in storage Wednesday prior (Signage Chair)
- Event Production Timeline
  - Thursday
    - Oversees on-site logistics for registration, food event, concours and corral
    - Oversees all lead team positions including, but not limited to: Head Judge, Corral Chair, Signage Chair, Spectator Parking Chair, Volunteer Chair, Equipment Chair, Food Chair (see job descriptions below)
    - Head Judge helps layout field, inventory judges shirts
    - Corral Chair confirms how many volunteers are needed for day before and day of event. Lay out field on Thursday with caution tape and flags
    - Signage Chair puts signs together and places all that can be placed safely
    - Spectator Parking Chair goes over layout and supplies needed for parking including but not limited to safety vests, money holders and plan for cash control with PCA Treasurer
    - Volunteer Chair helps fill goodie bags and manage/assign any Thursday workers where needed
    - Supervise set up of tents, sound, restrooms and any other site needs
  - Friday
    - Oversees all lead positions
    - Oversees event and teardown
    - Head Judge helps check-in, car placement, runs judges meeting, collects data for winners, gets ribbons distributed before awards, lines up 1st place winners for drive-up awards presentation and walk-up awards as appropriate
    - Corral Chair supervises volunteers and goodie bag distribution
    - Signage Chair places final signs. Early afternoon, start disassembling signs and repack for storage
    - Spectator Chair supervises traffic flow, cash pick up and volunteers
    - Volunteer Chair manages Volunteer table and directs volunteers to their respective assignments
    - Facilities Chair meets with Health Inspector if food trucks are present. Monitor take down and clean up
- Post-Event
  - After tear down, Signage Chair transports event signage and equipment to rented storage unit
  - Return rented equipment and rental truck to vendor

- Compile data of entrants including but not limited to: attendance for judged, corral and spectator parking, State of residence, 1st-timers, and vendors
- Host a debrief meeting with lead team. Share debrief notes with the NO Event Coordinator and compile list for next year
- Debrief with the NO staff. Prepare recommendation of changes each year