

Gathering Of the Faithful West, Inc.

"RED BOOK"

A Guide for Prospective GoF West Event Chairpersons



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The Event Guide is the result of many years of acquired knowledge, information and experience from those individuals who have been called upon to organize a Gathering of the Faithful.

The Steering Committee of *GoF West, Inc.* specifically thanks the original members of the Steering Committee for their support. Those members are:

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GoF West EVENT GUIDE

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101 PREFACE:

The letters 'GoF' stand for 'Gathering of the Faithful' and refer to vintage MG car owners who have been gathering annually to meet other MG enthusiasts. GoF West is a social gathering (Event) for persons who have a common interest in MGs. A GoF gathering is a pleasant balance between 'MG stuff' (technical talks, car displays, etc) and social events (rallyes, picnics, tours, dinners, auction, etc). It operates under the auspices of GoF West, Inc.

This Event began in 1973 in Santa Barbara, California, and since then has been held annually somewhere in the western United States and Canada.

This Guide is intended to assist in the preparation of a new Gathering of the Faithful event. Most of what can or may happen at a GoF will be covered, and hopefully it will help to avoid those problems that most inevitably will occur.

201 BASICS

201.1 Location

The location of a GoF West shall be approved by the Steering Committee of GoF West, Inc. (referred to hereafter as "Steering Committee") at least two years prior to the event. The number of rooms at the facility should be projected by the GoF chairman based on the venue (i.e., locale) and recent history of the number of attendees at a GoF West event, ample parking for the MGs, and nearby locations for car displays and other events.

- a) If there are add-ons to the room rate (resort fee, parking fee, etc.) make sure that those costs are included in the advertised cost of the room to prevent disputes later.
- b) Be sure to check on audio-vision costs, internet fees, whether outside food and drinks can be brought into hospitality and what the facility will provide in terms of amenities.
- c) It is very important that anyone involved with the hotel contact be familiar with the underlying contract.

201.2 When

The GoF West shall be held during the summer months, preferably during the last two weeks in July. This allows those parents that have children in a year-round school to attend the event with their children.

201.3 Logo

The Event Logo shall contain the words "GoF West (yr)". It shall be an octagonal shape and be 4 inches in diameter (for a jacket patch) and be approved by the Steering Committee. The logo may be of a smaller size when used on articles such as dash plaques, stationary, etc. (or attached to a Steering Committee Web page or site, which need not contain a date).

However, the Web format must be approved by a majority of Steering Committee members.

201.4 Chair(s)

The Event shall have at least one person responsible for the overall operations of the Event. It is suggested that the Event have two Co-Chairs. The Co-Chairs can then divide the committee responsibilities between themselves, supervising the individual Committee Chairs and assisting where necessary. This is especially helpful in scheduling meetings and getting groups together.

At least one of the Chairs should have had previous GoF West, convention, or organizational experience. Be sure to start early so the Event staff can get to know each other and their capabilities. Always have an agenda for the scheduled meetings and be sure to follow it. Do not waste the volunteers' time; frank discussions are critical to the success of the Event.

201.5 Participants

The event is specifically for all vintage MGs.

201.6 Finances

Attempt to get corporate support for items such as mailings, copying, printing, envelopes, meeting rooms, computers, shipping and receiving, etc. A budget must be conceived, based on the official GoF West Budget Form (see Sample 1 in the Appendix) and an advance will be provided by GoF West, Inc. so jacket patches, plaques, pins, and trophies can be ordered early and Event location deposits can be made. A ten percent (10%) profit margin (if possible) should be built into all meals, T-Shirts, etc. for contingencies.

- a) A GoF West account should be set up by the local sponsoring group and all disbursements made from it.
- b) GoF West, Inc., will, upon approval, make advances to that account.

A tentative budget with proposed registration amount shall be submitted to the GoF West Steering Committee one year prior to the event.

201.7 Incentives

If desired, the sponsoring club(s) or group(s) will receive 15% of the net proceeds from the GoF West event. This incentive will be paid upon receipt of the completed Final Financial Report not later than 75 days from the end of the event.

201.8 Net Proceeds

To determine the net proceeds an average of the previous three years administrative expenses will be calculated. This figure is the estimated annual expense for the GoF West Incorporated to exist. This expense is separate from the cost of putting on the GoF West event.

301 ORGANIZING COMMITTEE

The Organizing Committee is composed of individuals from the sponsoring local club that is hosting the Event. It reports to the Steering Committee of GoF West, Inc. The Steering Committee should assign one of its members to be the liaison between the host club and the Steering Committee.

301.1 Organization

The Organizing Committee should be set up early and include at least the following positions:

- i) Chair - To set the monthly meetings and report to the Steering Committee.
- ii) Treasurer - Sets the preliminary budget and looks after the money.
- iii) Secretary - Takes minutes as to who promised to do what for the next meeting.
- iv) Facilities - Handles all of the communications with the hotel.
- v) Car Show - Organizes the Car Show.
- vi) Auction - Organizes the Auction.
- vii) Registration - Begins the registration process and works closely with the Treasurer and other Event committees.

301.2 Timing

The Committee should be in place at least twelve (12) months prior to the Event. This gives the Committee time to become familiar with each other and to begin to operating as a team. This is critical to the success of the Event as is an activity or event deadline schedule. (See Sample 2)

301.3 Attrition

The Chair(s) should be prepared for a certain amount of attrition on the Committee. Any volunteer that misses two (2) consecutive meetings should be replaced by someone who has more time available.

301.4 Committee Size

The Committee should initially be held to an easily manageable group and expanded as the Event draws closer.

301.5 Starting the Activity

Do not underestimate the time that it takes to get things done, and the things that will go wrong. START EARLY.

301.6 Committee Chairs

Put specific people in charge of each event and make them report regularly on their progress. Statements such as 'it is all taken care of' are not good enough.

301.7 Facilities Management

The Facilities person should try to make all the arrangements through one hotel. Negotiations with the hotel should include all items of cost, i.e.: room rates, including associated taxes and other fees such as parking, conference center fees, service fees, gratuities, etc.; meal prices and menus, taxes, miscellaneous fees and gratuities; audio/visual costs and any associated fees; venue fees such as any costs associated with car show, Funkhana, car wash, trailer parking, etc. By negotiating all of these costs prior to signing contract we have control over costs. By negotiating these fees after signing

contract we have no control. Contract with the hotel will also be reviewed by the Steering Committee prior to signing.

301.8 Meal Arrangements

All meals should be tested several months in advance to avoid surprises. There can be a large disparity between the hotel's flowery description of a meal and the actual meal.

301.9 Committee Identification

Registrants need to be able to identify Committee members easily. This is best done by having the Committee wear highly visible shirts (e.g., lime green shirts with the words 'GoF OFFICIAL').

301.10 Cash Advances

There should be a minimum cash advance so that items such as plaques, trophies, and badges can be ordered and hotel required deposits made.

301.11 Sponsoring Club

The sponsoring club needs to provide LOTS of volunteers. Volunteers need to be assigned specific duties and times that they will be required. Do not assume that volunteers can be located at the time of the Event unless specific plans are made earlier. Having volunteers responsible for even small details will be a great help.

301.12 Committee Reimbursements

Event volunteers may be reimbursed for reasonable travel expenses provided those expenses have been included as a line item in the event's budget and approved by the GoF West, Inc. Steering Committee.. However, volunteers may accept "comp" rooms if available. "Professional Services" that are provided for the organizing committee should always be on a voluntary basis unless previously approved by the Steering Committee. Such services may include artwork, publicity, etc.

301.13 Committee Experience

At least two (2) members of the Committee must have previous convention or organizational experience.

301.14 Publicity Chair

The Publicity Chair is a very important position. A reliable person is needed to handle publicity, both before and after the Event. Following the event, articles (with photographs) need to be prepared and submitted to various publications, such as the GoF West Gazette , Safety Fast, The Sacred Octagon, British Car Magazine, and so on.

401 ACTIVITIES and LOCATIONS

401.1 Mandatory

The GoF West Event shall have the following activities and/or locations. Make sure that the events do not conflict with one another and provide ample time to go from one event to another.

a) Registration Room

Registration should be set up in a location that is convenient to the participants and not far from Hotel registration. It should be opened the first two (2) days for at least six (6) hours and three (3) hours for the succeeding days.

b) Hospitality Room

This location should be set up where it is convenient to the Registration, Regalia and Display Rooms. It should serve as a popular meeting place for socializing and meeting old acquaintances. Refreshments should be available, either free, or for a nominal price. Bulletin boards should be available for announcements, for sale items, change of event notices, etc. This room should be opened at least on the first day of the Event.

c) Regalia Room

This location should contain items for sale, such as dash plaques, jacket patches and pins from the current Event. Other items might include T-shirts, prior GoF West items, consigned merchandise and other unique and non-available items in the general market. Any product(s) having a cost basis of more than \$500.00 needs the approval of the Steering Committee.

d) Models, Photos, Crafts, Arts and MG Collections Display

This location should be separate from the other rooms, but adjacent to one or more of the rooms.

e) Rallye

This event should provide a scenic overview of the area. There are many variations to the type of rallye, but, if there are to be questions, they should be about the area and what can be seen from the vehicle. It should not be a timed event and all participants are expected to stay within the posted speed limits. The rallye should be kept to less than one hundred (100) miles and three (3) hours. Be sure to allow time for rest stops, eating, shopping, etc.

Place a "pop-up" shade at the beginning point of the Rallye to mark the beginning of the Rallye and to provide welcome shade to the Rallye Master and participant. Make sure that the Rallye sheet identifies the type of vehicle being driven (pre-1956 type, MGA, MGB, MGB/GT, other) and it identifies both the driver and navigator by name and car registration number, so that awards can be prepared accordingly. The Rallye should be pre-driven just prior to the time of the GoF to discover any final glitches or errors.

f) Technical Session(s)

This is a very popular event, and it is recommended that two be held during the course of the Event.

g) First-Time Car Display

This event may be held separately or combined with the Car Display. This Event is open to Any Registrant who is displaying an MG for the First Time at a GoF West Event. "First-Timer" does not

relate to the first-time display of a particular car. First timers should be clearly identified with distinct name tags (e.g., different color than other attendees).

h) Car Display

Cars should be displayed on a grassy area (if possible) and refreshments and toilet facilities should be available. Three (3) cars of the same type may not be separated from a combined class if that would leave less than three (3) cars in that class. The maximum number of classes are as follows:

- a) Pre-War
- b) TC
- c) TD
- d) TF
- e) Variant
- f) MGA
- g) MGB
- h) MGB GT
- i) MGC
- j) Midget
- k) Saloon (post-war)
- l) Variant
- m) Other MG
- n) Premier

The Variant class consists of TC's, TD's, TF's and MGAs and MGBs that have been significantly modified from their original design, or other MGs that do not fall into the other classes shown above.

The premier class shall consist of previous first place winners of their class in the car display within the last three (3) consecutive GoF Wests. Winners in the Premier Class must retire from further popular vote competition for two (2) years but are always encouraged to display their cars "For Display Only".

Car Show Ballots: For ease of ballot tabulation there shall be three spaces for voting on each class without the designations "1st", "2nd", "3rd", etc. but rather your favorite three in no particular order. Whichever car has the most total votes wins 1st place and so on.

i) Orientation

This should be given on the first evening of the Event and might be combined with no-host cocktails or a dinner. As there are many first-timers at a GoF West, an explanation of the activities and agenda is always appreciated. Show a specific time for the first timer's car display and a specific time for the beginning of the actual orientation.

j) Advisory Council and Steering Committee Meetings

Both the Advisory Council and Steering Committee shall meet sometime during the GoF west Event (two separate meetings). The Advisory Council meeting affords the opportunity for the participants of GoF West to give advice and direction to the Steering Committee of GoF West, Inc. to discuss future GoF West Events and to vote on membership on the Steering Committee. Each participating club is entitled to one vote.

k) Auction Dinner

This precedes the Auction and normally there is a no-host cocktail hour prior to the dinner. The no-host cocktails can coincide with a silent auction.

l) Auction

This gives the participants an opportunity to purchase various MG related items. It is the largest revenue source for GoF West and provides the 'seed' money for future GoF West Events.

m) Funkhana

This tests the coordination and cooperation of driver and navigator. It is a fun event and should never be timed and is not for speed.

n) Flea Market

This gives the opportunity for vendors of MG-related items to make their wares available to registrants.

o) Awards Banquet

The Banquet is the culmination of the Event, where individual registrants are honored for their activities and recognition is given to the Event volunteers.

p) Winners Circle

The first place winners' vehicles are displayed prior to leaving for home. A continental breakfast shall be available.

q) Car Wash Area

An area near the general parking area for the MGs where the Registrants can clean their cars.

r) Parking/Security

Parking for MG vehicles should be provided in a central, convenient location and all participants should be encouraged to use that parking area. Additional parking should be provided for vehicles with trailers both at the Event location and the Car Display area. Security should be provided by a professional full roving security patrol. It should provide security from about 10:00 p.m. to dawn (depending on location) and the areas should be frequently checked during all other times that cars are present.

s) Other Events

Other events that might incorporate local attractions, etc., should be approved by the Steering Committee.

401.2 Optional Events

The following events or others may be added as events. Be sure that not too many events are included in the activities so as to give the registrants time to enjoy the GoF West, relax and visit the area.

- a) Tour
- b) Fashion Show
- c) Additional Dinners
- d) First Timer's Orientation
- e) Lady's Tea
- f) Silent Auction
- g) Wizard Mechanic's Contest

Only XPAG/XPEG-powered MGs are eligible for this event. The participating cars will be lined up and each car disabled in the same manner. The first driver to diagnose the problem(s) and have his/her engine running will be the winner.

- h) Dr. Whitworth

A service area set aside or identified as being able to provide assistance, service or advice to the operator of a vehicle that is experiencing mechanical difficulties.

- i) Child Care

In order to encourage the attendance of persons with young children, it is suggested that child care be provided (at nominal cost) to those individuals with children of the ages one to ten years during at least the Auction and Awards Dinners.

- j) Car-less Funkhana

This event should be open to all registrants, and may be done by either individuals or couples. Tables will be set up and displays of MG-related parts, photographs, tools, regalia, etc. will be arranged into five to ten different categories. For each category, the participant(s) must answer questions about that category. Examples are: identifying parts for a T-series car; identifying the MG car models from pictures or photographs; guessing what a part is in an enclosed bag by feeling the part. Awards will be given for the most correct answers.

- k) Event/Meal Seating

To facilitate meeting new members, randomly assigned seating at meals should be used, rather than self-reserved seating.

401.3 Schedule of Events

A suggested Schedule of Events is attached as Sample 3. This Schedule is based on a five (5) day GoF West Event. Again, it is only an example and each GoF West Event should be individualized based on this Handbook.

Try to have the auction on the third night of the event in order to give the auction chair an opportunity to catalog all of the items as they come in, remembering that a large percentage of those items are brought in at time of registration or later.

501 AWARDS

The Event should have the following awards that shall be presented at the Awards Dinner:

501.1 Photos

All photos entered in the contest must be: 1) MG-related, 2) have been taken by the registrant or a member of the immediate family, and 3) not have been a winner at any previous GoF West. One or more awards shall be given in each of the following categories depending on the number of entries:

- a) General Interest - Portrait or scenic, etc.
- b) Humorous/Action.

501.2 Arts and Crafts

All Arts and Crafts entered in the contest must be: 1) MG related, 2) have been made by the registrant or a member of the immediate family, and 3) not have been a winner at any previous GoF West. One or more awards shall be given in each of the following categories depending on the number of entries:

- a) Sewn Goods - Needlework, Apparel, Macramé, etc.
- b) Crafts -Painting, sketching, sculpture, carving, casting, ceramic, jewelry, etc.

501.3 Models

One or more awards shall be given in each of the following categories, depending on the number of entries:

- a) Best Single Model – Factory-or entrant-assembled MG
- b) Best MG Model Display -three to 10 models entered as a group
- c) Best Scene – Diorama

501.4 MG Collections

One or more awards shall be given for the MG Related Collections. The collections may be any collection of MG related items that are not considered to be qualified for any of the above categories. Examples include collections of sales literature or brochures, jacket patches, pins, cigarette cards, memorabilia, etc.

501.5 Funkhana

(This is not to be a timed event.) Depending on the number of entrants, one or more awards may be given in each of the following classes. Normally, there is a first, second and third place award for each class listed below. Both the driver and navigator shall receive awards.

- a) TC & Earlier (Driver and Navigator)
- b) TD, TF and Y (Driver and Navigator)
- c) Modern MG (MGA, MGB, etc.) (Driver and Navigator)

501.6 Wizard Mechanics Contest

Depending on the number of entrants, one or more awards may be given. Normally, there is a first and second place award.

501.7 Rallye

(This is not to be a timed event). Depending on the number of entrants, one or more awards may be given in each of the following classes. Normally, there is a first, second and third place award for each class listed below. Both the driver and navigator shall receive awards:

- a) Pre-1956 (Driver and Navigator)

- b) Modern MG (MGA, MGB, etc.) (Driver and Navigator)
- c) Dead Last But Finished (DLBF)

501.8 First-Time Display

Normally, there is a first, second and third place award for each class listed below .

- a) Pre-1956 (Driver and Navigator)
- b) Post-1955 (Driver and Navigator)

501.9 Car Display:

a) Premier

The Premier class shall have only one award regardless of the number of entrants. Eligibility is for three consecutive GoF West events after winning class.

b) Pre-1956 MGs

The minimum number of Awards in the pre-1956 MG car display classes (other than Premier) shall be as follows. TCs, TDs, TFs and Pre-war cars shall be in separate classes, and awards shall be given for each class. Awards in excess of three places should be entitled "Merit Award".

- i) 1 - 3 cars = 1 First Place award only
- ii) 4 - 6 cars = 1 First Place award and 1 Second Place award
- iii) 7 - 9 cars = 1 First Place award, 1 Second Place award and 1 Third Place award
- iv) TC – More than 9 cars: 1 Merit Award
- v) TD – More than 9 cars: 3 Merit Awards
- vi) TF – More than 9 cars: 1 Merit Award
- vii) The Chair of the event shall determine the actual number of Merit Awards based on the actual number of vehicles registered.

c) Post 1956 MGs (MGAs, MGBs, and other Modern MGs)

The minimum number of Awards in the post-1956 MG car display classes (other than Premier) shall be as follows: MGA, MGB and Other Modern MG cars shall be in separate classes, and awards shall be given for each class. Awards in excess of three places should be entitled "Merit Award".

- i) 1 - 3 cars = 1 First Place award only
- ii) 4 - 6 cars = 1 First Place award and 1 Second Place award
- iii) 7 - 9 cars = 1 First Place award, 1 Second Place award, and 1 Third Place award
- iv) All classes – More than 9 cars: 1 Merit Award for each class
- v) The Chair of the event shall determine the actual number of Merit Awards based on the actual number of vehicles registered.

501.10 Club Awards

a) The Monterey Cup

Perpetual award given to the Club with the largest number of members in attendance.

b) The San Diego Cup

Perpetual award given to the Club with the greatest percentage of members in attendance.

c) The Santa Barbara Cup

Perpetual award given to the Club with the highest cumulative mileage of MGs driven to the GoF.

501.11 Long Distance Award

Presented to the participant who has driven an MG the farthest distance from their residence to the Event, to be determined by actual map mileage, not logged mileage

501.12 Sacajawea Award

Presented to the participating lady driver who accumulated the most miles driving to the Event in a 1955 or earlier MG within five (5) days of the first day of the Event. Only the miles that she actually drove to be determined by actual map mileage, not logged mileage, may be counted.

501.13 Al Moss Memorial High Point Award (AMMHPA)

This is a perpetual Award, plus a small permanent award presented to the participant who has accumulated the highest cumulative score for the three competitive events of Car Display, Funkhana and Rallye, as determined by the Awards Chair, regardless of the MG model. Participants must enter all three events to be considered for the Al Moss Memorial High Point Award. Scoring must be weighted for each of the three events as shown in Sample 4. A "Display Only" car shall be scored as having participated in the car display and be awarded five (5) points. High Point award winners from previous years are shown in Appendix 1.

To be eligible, the Registrant must meet the following criteria:

- i) Have entered and completed all three (3) events;
- ii) The same registration number, car and driver combination must be maintained for all events; no switching of car number or driver; navigator may have a different registration number, but the driver/navigator combination must be the same for the funkhana and rallye; and
- iii) If time permits more than one attempt in a driving event, only the first attempt shall count.

The Driver and Navigator's names shall be engraved on the Perpetual AMMHPA trophy and personal trophies awarded to both Driver and Navigator.

501.14 1,000 Mile Club

Presented to each driver and navigator who drove or rode in an MG at least 1,000 miles or more one way to the Event.

501.15 2,000 Mile Club

Presented to each driver and navigator who drove or rode in an MG at least 2,000 miles or more one way to the Event.

501.16 Other Awards

Other awards may be presented at the discretion of the sponsoring club, such as the Hard Luck Award, Chair's Choice Award, etc. The Steering Committee will provide and present the Chair's Recognition Award

601 COMMITTEES and DUTIES

The following Committees and responsibilities are recommended. The sponsoring club may find that they can combine some of the Committees and eliminate others. However, over the course of many years, it has been found that it is more efficient to have these committees.

601.1 Artwork

- a) Assist in the Logo development;
- b) Responsible for all signs, banners, arrows, logos, etc. All artwork should be completed at least six (6) weeks prior to the Event. However, the GoF logo must be completed and approved before any advertising has been commissioned or official Event forms or regalia items have been created or ordered.
- c) Coordinate with individual Chairs for their needs during the Event.
- d) Assist in the transportation of materials to the Event location as much as possible. Have all sign making materials at the Event for last minute changes or alterations.
- e) Provide welcome signs and directional signs to Event activities (i.e. Registration, Displays, Funkhana, etc.).
- f) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- g) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.2 Auction

- a) Solicit contributions to the auction by the mailing of letters to businesses, individuals and clubs. The first mailing should be completed at least fifteen (15) weeks prior to the Event. Sample letters of solicitation are attached as Sample 5a and 5b. A sample auction pledge form is attached as Sample 6.
- b) Arrange for the delivery and/or transportation to the Event location. Approximately seventy-five percent (75%) will be received ahead of time.
- c) Tag all donated items with two (2) tags (Sample 7): one for the winning bidder and one for your records which contain the following:
 - i) Name of item
 - ii) Brief description of item
 - iii) Donor's name
 - iv) Item number (Provide numbering gaps for insertion of last minute donations).
- d) Registration and general publicity information should state deadline for donor names to be listed in the program. Ensure that this deadline is at least one (1) week prior to the program being printed (normally four (4) weeks prior to the commencement of the Event).
- e) Coordinate the time and setup with the Foodservice Chair and the Event location. It is recommended that the following be obtained:
 - i) The number of display tables (at least eight 6' tables)
 - ii) Cashiering tables and chairs (at least two 6' tables)
 - iii) A cash box, change, credit card machine

- iv) A dais and public address system.
- f) Arrange for assistants and additional auctioneers. The following is recommended:
- i) The set-up time and last minute cataloging should take one to two hours and involve five (5) persons.
 - ii) The auctioneers should be rotated every twenty (20) minutes and there should be at least three (3) auctioneers. These individuals should be persons known and respected by the attendees. There should also be an additional two (2) persons to act as spotters for the auctioneers. The auctioneers may act as spotters.
 - iii) There should be at least two (2) runners between the tables and the auctioneers with one determining which item is to be auctioned off next.
 - iv) There should be at least three (3) persons acting as recorders/bookkeepers who record and note the successful bidder's number on the listing and then transfer the item number and price to the sales slips for the cashiers.
 - v) There should be at least two (2) persons acting as cashiers, who collect payments, fill in credit slips, giving a copy to the bidder and retaining the original.
- g) Arrange for the secure storage of auction items prior to the auction.
- h) Provide for the following records during the auction:
- i) Item number
 - ii) Registration number of the successful bidder (use the registration number)
 - iii) Bidder's name
 - iv) Amount of the successful bid
 - v) Cash receipt book
- i) Auction items should be displayed and auctioned off in numerical order.
- j) Send acknowledgment letters to all donors within fourteen (14) days of the Event, stating the items that they donated and thanking them for their support. (Sample letters are attached)
- k) Suggestions:
- i) Auction multiple items of the same type at the same time for the same price.
 - ii) Spread dissimilar items from the same donor throughout the auction.
 - iii) Keep the Auction moving; try to average no more than one (1) minute per item.
 - iv) Raffle off small items. Try giving items free to the Registrants in a random manner.
 - v) The silent auction should be scheduled to end at least 2 hours prior to the start of the live auction to allow time to enter the results of the silent auction into the computer data base.
 - vi) There is no reason why the silent auction has to be in conjunction with the live auction. Some or all of the silent auction items could be set up in the hospitality room, for example, and be open all week until the evening of the live auction. Also, between the close of the silent auction and the commencement of actual auction, the car race could be held to generate income and interest.

- vii. Chairs of the auction should consider using the Filemaker Pro program and routines developed by Jerry Felper to enter data both before and during the auction. This works, and speeds up the exit process.
 - viii. Chairs of the auction should also consider using the Filemaker Pro formats that Jerry Felper developed to print the labels for the items. As an alternative, one can export the data into an Excel spreadsheet, sort by another method, and use either Word or Publisher to create the tags. The labels should not include any value (either estimate or actual).
 - ix. If the set-up allows for it, the auctioned items should be returned to the table at the front of room from where they came so that there is no congestion at time of check out. Giving the registrant the receipt marked 'paid' and in turn having them give it to the person responsible for recovering the item reduces congestion at the checkout area.
 - x. Also having two check-out lines, one for cash or check and the other for credit cards, speeds up the checkout process.
 - xi. Have the data entering and check out stations located close to the auctioneer but not too close so as to avoid congestion later in the auction.
- l) Auction off the number one registration for the following year's GoF West Event.
 - m) Keep a Master Auction Tracking List (Sample 9)
 - n) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
 - o) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.3 Awards

- a) The Awards should, as much as possible, reflect the location and utilize the spirit of the logo. The Steering Committee shall have final approval of the design. The design should be determined no less than six (6) months prior to the commencement of the Event.
- b) Determine the total number of awards to be presented (See Section 501 AWARDS).
- c) Provide Awards budget to the Co-Chairs.
- d) The production and delivery of the Awards should be completed no later than five (5) weeks prior to the commencement of the Event.
- e) Provide for the listing of the Awards in the Program.
- f) Arrange for the transportation of the Awards to the Event location and storage and delivery of the Awards to the Awards Banquet.
- g) Arrange for the return of the Perpetual Awards from the winners at the previous GoF West so they are present at the banquet.
- h) Arrange for sign-up lists for specific Awards to be available at the Registration table. Those Awards are: Monterey Cup; San Diego Cup; and Santa Barbara Cup. It is suggested that the mileage for the Distance Award and Sacajawea Award (if any) be given directly to Awards Chair. However, information should be left at the Registration table instructing the Registrants as how to provide this information.

- i) Obtain winner information from the individual Event Chairs after the votes have been tabulated. Label the Awards with the names and registration numbers of the appropriate winners.
- j) Coordinate winner information with the Photography Chair for a slide display at the Awards Banquet.
- k) Assist the individual Event Chairs with the Awards presentation. Be sure to include a description of the winning item, such as color of car, registrant's name, registration number, and club.
[See l) below]
- l) Award Note Cards should be made up that are color coded and numbered with the sequence of presentation. These will be given to the Master of Ceremonies to use in announcing the awards. These cards should be completed by the individual Event Chairs in which Awards are to be presented and returned.
- m) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- n) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.
- o) A suggested order of presentation of the awards is as follows:

CAR DISPLAY AWARDS:

FIRST TIMER

PREWAR—2nd place then 1st place
 MGTC –Merit awards, then 3rd, 2nd, 1st place
 MGTD – Merit awards, then 3rd, 2nd, 1st place
 MGTF– Merit awards, then 3rd, 2nd, 1st place
 POST WAR VARIANT—2nd place, then 1st place
 MGA—Merit awards, then 3rd, 2nd, 1st place.
 MGB-- Merit awards, then 3rd, 2nd, 1st place
 MGB/GT-- Merit awards, then 3rd, 2nd, 1st place
 MGC-- Merit awards, then 3rd, 2nd, 1st place
 Midget-- Merit awards, then 3rd, 2nd, 1st place
 Saloon-- Merit awards, then 3rd, 2nd, 1st place
 PREMIER—First Place

MODEL AWARDS:

Best Single Model: 2nd place, then 1st place
 Best MG Model Display: 2nd place, then 1st place
 Best Diorama: 2nd place, then 1st place

PHOTO AWARDS:

General Interest: 2nd place, then 1st place
 Best Snapshot: 2nd place, then 1st place

ARTS AND CRAFTS AWARDS:

Sewn Goods: 2nd place, then 1st place
 Crafts 2nd place, then 1st place

MG Collections: 2nd place, then 1st place

FUNKHANA:

Cart Sprung: 3rd, 2nd, 1st place for Driver and Navigator
 Coil Sprung: 3rd, 2nd, 1st place for Driver and Navigator

RALLYE

Pre-1956: 3rd, 2nd, 1st place for Driver and Navigator
 Modern: 3rd, 2nd, 1st place for Driver and Navigator

Dead Last But Finished: Driver And Navigator

SPECIAL AWARDS

Long Distance Award

Nomad Award

Hard Luck Award

Sacajawea Award

Al Moss memorial High Point Award—Post 1955

Al Moss memorial High Point Award—Pre 1956

Club Awards--Based On Club Sign Up Sheets

Monterey Cup

San Diego Cup

Santa Barbara Cup

- p) Engraving of the Al Moss Memorial High Point and Club Awards shall be completed by the awardees, who will be reimbursed by GoF West, Inc. upon presentation of a proper receipt.

601.4 Car Display

- a) Coordinate with Registration Chair, and make final determination of voting categories and an estimate of the number of cars in each category.
- b) Finalize the location of the Car Display with the Co-Chairs. Prepare a pleasing and well-organized site layout.
- c) Prepare pre-Event publicity (consult with the Publicity Chair) so it is ready for the third mailing (approximately eight (8) weeks prior to the commencement of the Event).
- d) Establish Artwork requirements and deliver to Artwork Chair at least thirteen (13) weeks prior to the commencement of the Event. Make sure that large Car Display category signs are made to identify the classes of cars shown during the display.
- e) Design and print all ballots, car display forms (at least five (5) weeks prior to the commencement of the Event. These items should be on 'card stock' and the ballots should be of different colors to differentiate the different classes. Deliver ballots and car display forms to the Registration Chair for inclusion in the Registration packets. (See Sample 10.)
- f) Recruit assistants to assist in the Car Display lineup and ballot count. (Those directing cars into the Car Display area should be readily identifiable with a distinctive mark (armband, hat, etc.). They should also keep the Car Wash area neat and clean.
- g) Set up ballot collection requirements and collect and tabulate ballots at short intervals during the voting. Set up tabulation procedures, assisted by the Awards Chair.
- h) Obtain the participant listing from the Registration Chair. Establish check-in point at the Car Display area.
- i) Provide Awards Chair with vote results. Also provide the Photo Chair with the winners ASAP so the winning cars may be displayed on a screen at the banquet.
- j) Assist the Awards Chair with the presentation of awards during the Awards Banquet.
- k) All expenditures in excess of Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- l) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.
- m) A meeting of the car display volunteers should take place the day prior to the event to discuss potential problems and to allocate duties.

- n) The Chair of the Display should have visited the site prior. However, if they were unable to visit, the Chair of Event should provide to the Car Display Chair a diagram and measurements of the display area together with any restrictions that might be imposed by the facility. Also an interesting area for the photographer should be chosen at this time (see photography below).
- o) Try to provide oil drip collectors, possibly using medical supply bed pads.
- p) Prior to having a vehicle enter the display area, make sure that the photographer has taken their picture twice (once with their number and once without). The vehicle would then go to a staging area where they would be put in line with their model. This is to prevent cars from backing up in any one area once they enter the display area. They can then be released from the staging area, alternating between the various models.
- q) Some registrants have a difficult time telling the difference in the class of cars which result in votes for incorrect cars. This can be resolved by having the cars grouped clearly by class. The Premier Class should be prominently displayed and clearly separated from any other class. If a vehicle is for Display Only (prior Premier Class winner), it should be clearly indicated on the Car Display Card in prominent 1inch letters.
- r) The Car Display Card should be checked at time of registration to make sure it contains the correct and current information.
- s) Clarification of the term "modern" should be made, i.e. in which class does a Midget belong if there is only one MGA and MGB class?
- t) Numbers of trophies given for the events needs to be reviewed.
- u) The hours for the Car Display might possibly be shortened to 3 hours from 4 hours.

601.5 Displays (All Event Committee Chairs that apply)

- a) Determine display area requirements based on categories listed in Section 501 AWARDS, paragraphs .1, .2 and .3.
- b) Prepare pre-Event publicity for inclusion with the third mailing (approximately eight (8) weeks prior to the commencement of the Event). It should include the following:
 - i) Classes.
 - ii) Size and number limits (if any).
 - iii) Delivery and acceptance times.
 - iv) Entry sheets, including the name, address, and club of the entrant, together with the number, description and identifying number of the item.
 - v) Point out that items may be accepted for display only and that the items may be optionally donated for the auction.
 - vi) Photos will be poster board mounted by GoF personnel, but will be displayed as they are received.
 - vii) Emphasize that the Model category rules state that in the Best Kit-Assembled sub-category that the entrant must have put the kit together. This should be included in both the pre-Event publicity and also when the item is accepted.
- c) Assign numbers, in sequence, regardless of category. Do not use registration numbers, but keep a sheet listing the participant and display number(s).

- d) All entries should be received by noon of the second day of the event to ensure voting and ballot count.
- e) Design and print all forms at least five (5) weeks prior to the commencement of the Event (ballots and display forms). These items should be on 'card stock' and the ballots should be of different colors to differentiate the different categories. (See Sample 10)
- f) The general material and arrangements requirements are as follows:
 - i) Three ballot boxes, labeled for each primary category.
 - ii) Coordinate the printing of ballots with the Awards Chair as the ballots will be included with the Registration material.
 - iii) Display signs for each primary and subcategory.
 - iv) Receipt for items received as the receipt will be required for pick-up of the items by the entrant after the Event.
 - v) Recruit persons to staff and assist in the set-up. The display times should be the same as for the Hospitality Room, Registration, etc.
- g) Individual categories:
 - i) Photos:
 - 1) Expect 15 to 25 photographs.
 - 2) Need at least three 6' display boards (1 per sub-category).
 - 3) Need about 300 push pins (four per photo).
 - 4) Need office supplies such as tape and soft tip pens and small stick-on labels to number entries.
 - 5) Number and mount photos as they arrive. Make sure the entrant's name is on the back.
 - 6) Log entries by the category and subcategory as this will simplify the vote count.
 - ii) Models:
 - 1) Expect 10 to 20 models.
 - 2) Need at least two and possibly three 8' tables.
 - 3) Need office supplies, such as tape and soft tip pens and small stick on labels to number entries.
 - 4) If model is packaged, make sure the OWNER unpacks it.
 - 5) Number model displays as they arrive. Make sure that the entrant's name is somewhere on the model.
 - 6) Log entries by the category and subcategory as this will simplify the vote count.
 - iii) Arts and Crafts:
 - 1) Expect 10 to 20 entries.
 - 2) Need at least two and possibly three 8' tables.
 - 3) Need office supplies such as tape and soft tip pens and small stick-on labels to number entries.
 - 4) Number the items as they arrive. Make sure that the entrant's name or registration number is somewhere on the item.

- 5) Log entries by the category and subcategory as this will simplify the vote count.
- 6) Make sure that an item is marked 'FOR AUCTION' if that is the case.

iv) MG Related Collections

- 1) Need at least two and possibly three 8' tables.
 - 2) Need office supplies such as tape and soft tip pens and small stick-on labels to number entries.
 - 3) Number the items as they arrive. Make sure that the entrant's name or registration number is somewhere on the item.
 - 4) Log entries by the category and subcategory as this will simplify the vote count.
- h) As in the Car Display, the number of entries in each subcategory will determine the number of awards (see SECTION 501 AWARDS, paragraph .8. Once the cutoff for acceptance is reached coordinate with the Awards Chair on the number to be given.
 - i) Coordinate with the Auction Chair for transportation to and from the Auction area of the items to be auctioned.
 - j) Coordinate with the Awards Chair for ballot tabulation and the Awards Banquet Chair display and awards.
 - k) Establish cutoff time for the pickup of all items (with receipt) following the Event.
 - l) All expenditures in excess of Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
 - m) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.6 Dr. Whitworth

- a) Assist Hospitality Chair in providing repair shop/parts supply information for the local area.
- b) Recruit technical 'experts' for GoF West service.
- c) Provide visible identification for those selected.
- d) Provide a central technical information location, i.e., Gasoline Alley, Pit Stop, etc.
- e) Provide for staffing of area (suggest area near Registration, Hospitality Room, etc.) during normal hours.
- f) All expenditures in excess of the Event Category budget should have prior approval of at least one of the co-Chairs
- g) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.7 Finance

- a) Establish banking relationship convenient to the location of the Event consisting of a checking account and a credit card account. For the credit card account contact the Financial Chair of the Steering Committee.
- b) Determine the needs for the location during the Event, including safe deposit boxes, cash boxes, etc.

- c) Set up accounting procedures. If possible, use an approved computer generated system, such as QuickBooks.
- d) Handle deposits from Registration:
 - i) Registration and 'In Spirit' fees. The registration fee must be approved by the GoF West Steering Committee.
 - ii) Meals such as the Auction Dinner, Awards Banquet, Car Display Picnic, Winners Circle Breakfast and other functions.
 - iii) Regalia Sales.
 - iv) Late registrations and meals purchased at Registration.
 - v) Auction proceeds.
 - vi) Flea Market table rentals.
- e) Copy all deposit slips, checks, and charge card slips before depositing and maintain a permanent file.
- f) Maintain an accurate and current accounting for all transactions. Deposit all monies and pay all receipted bills.
- g) Registration, Regalia and Auction will need a cash box and change.
- h) Render financial statements prior to the Event. The final accounting and the net profits are to be transmitted to the Steering Committee within thirty (30) days of the last deposit.
- i) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- j) A final report and evaluation from each of the event Chairs shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.
- k) A preliminary overall financial report shall be given to GoF West Chairperson for submittal to the Treasurer of the GoF Steering Committee no later than 30 days following completion of the Event, and a final report shall be given to the GoF West Chairperson for submittal to the Treasurer of the GoF Steering Committee within 75 days following completion of the Event. See Sample 1 for a suggested format for the report.

601.8 First-Timer Display

- a) Finalize location and layout area for First-Timer Event. This may be held at the same time and location of the Car Display and coordinated with Car Display Chair.
- b) Coordinate with the Publicity Chair for the production and printing of the 'First-Timer's' information sheet.
- c) Obtain listing from Registration Chair showing the number of signups and number of First-Timers. Provide for special identifying name tags, ribbons, etc. for First Timers (at least eight (8) weeks prior to the Event. Bring additional supplies for last minute Registrants.
- d) Coordinate with Foodservice Chair on meal and refreshment requirements.
- e) Coordinate with the Car Display, Artwork and Awards Chairs for the Award, ballots, voting procedures and display signs.
- f) Assist the Awards Chair during the Awards Banquet.
- g) The purpose of this event is to encourage participation by a Registrant who has NEVER displayed an MG at a GoF West Event.

- h) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- i) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.9 Flea Market

- a) Determine vendor space charges as soon as possible. Ensure that the charge will cover the table rentals (generally \$15.00).
- b) Provide a draft of the publicity encouraging Flea Market participation. Suggest that clubs participate on a group basis, as well as individuals. Submit publicity to Registration Chair prior to the second mailing (seventeen [17] weeks prior to the commencement of the Event). Continue liaison with the Registration Chair for table sign-ups.
- c) Select location and prepare table layout. It is suggested that this event be held at the same time as the Funkhana and in a location close to the Funkhana. Allow approximately one parking space per table.
- d) Determine sign requirements and inform the Artwork Chair.
- e) Determine the number of tables required (with provisions for extras) and arrange for acquisition at the Event location at the best possible price (many Event locations DO NOT supply tables). Arrangements should be in writing and be made no less than one week prior to the commencement of the Event. Many vendors will require more than one (1) table.
- f) Cordon off the area as soon as practical.
- g) Recruit assistance and be on hand for setup at least one hour prior to the start time on the day scheduled for the Flea Market.
- h) Arrange for on-site collection of fees and check off against the prepared listing. Give the proceeds to the Finance Chair, and provide an accounting.
- i) Run the event in an orderly manner and provide for area clean-up following the close of the Flea Market.
- j) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- k) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.10 Food Service

- a) Food Service Chair will be required to make arrangements for at least two 'No Host Cocktail' periods, two dinners, one picnic and one breakfast/brunch on the following schedule:
 - i) No Host Cocktails for the Auction and Awards evenings.
 - ii) Auction Dinner and Awards Banquet.
 - iii) First-Timer or Car Display picnic(s).
 - iv) Winners Circle breakfast/brunch/continental.
- b) Arrange locations with the Event facility. Preview if possible (VERY important).
- c) Review various menu selections with the Event location catering.
 - i) Menu and prices shall be discussed with the GoF West Steering Committee prior to final arrangements.

- ii) ALL ARRANGEMENTS (seating, menu, prices, bar minimums and percentage, hours, etc.) are to be in writing.
- d) Audio/visual equipment (negotiate cost with facility):
 - i) Podium and microphone/sound system will be required for both dinners. They are suggested for the First-Timer or Car Display and Winners' Circle.
 - ii) Slide projector and screen required for Awards Banquet for slides of the Award winners and next year's GoF West presentation.
- e) NO HOST COCKTAILS
 - i) Require two (2) bars for the Auction and Banquet (beginning at least one (1) hour prior to the Auction and Banquet.
 - ii) One (1) bar should remain open for the entire Auction and the Awards Dinner.
 - iii) Negotiate percentage of receipts if minimum sales are exceeded.
- f) FIRST-TIMER/CAR DISPLAY PICNIC (coordinate with First Timer and Car Display Chairs).
 - i) Box/picnic lunches.
 - ii) Refreshments (either GoF West or facility) provided on-site (may be a small charge). Obtain registration numbers from Registration Chair usually 24 to 36 hours prior to the event.
- g) AUCTION DINNER (coordinate with the Auction Chair)
 - i) Schedule will have auction preview, dinner, and auction. Bar should remain open for the duration of the Auction.
 - ii) Facility set-up should allow for eight 6' auction display tables and two 6' cashiering tables.
 - iii) As a relaxed bidding atmosphere is desired, attempt to set up eight-person tables (depending on table size) on a 'first come, first served' basis.
 - iv) Obtain registration numbers from Registration Chair, usually 24 to 36 hours prior to the Auction.
- h) AWARDS BANQUET (coordinate with Registration and Awards Chairs).
 - i) Arrange seating for speakers and presenters nearest to podium.
 - ii) Provide Registration with a seating chart/room layout by the first day of Registration for seating selection.
 - iii) Arrange for Award display table(s). Check with Awards Chair for requirements.
 - iv) Verify final number of reservations from Registration before noon on day prior to banquet.
 - v) Provide for the display of club banners.
 - vi) Table decoration theme should be discussed with the GoF West Steering Committee. i)
- WINNERS' CIRCLE BREAKFAST/BRUNCH/CONTINENTAL (coordinate with Awards Chair).
 - i) Reservation numbers from Registration.
 - ii) Small cost that may be partially or totally offset by the Organizing Committee.
 - iii) The Event should be commenced no earlier than 8:00 a.m. and completed no later than 10:00 am.
- j) Attempt to have buffets instead of catered meals as the cost is significant lower.
- k) Advise the catering service that meal tickets will be issued for each meal and that it is up to the service to collect the tickets. Only those tickets presented will be paid. See Sample 11 for sample of meal ticket that should be printed on 'card stock' and a sample of a form to use for Master List of Meals Ordered.

- l) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- m) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.11 Funkhana

- a) Select a suitable site adjacent to Event location.
- b) Devise and develop events that will make up Funkhana. It is helpful to provide each participant with complete written instructions and scoring values prior to running the course. Emphasis is on fun and not difficulty. Emphasize equal parts of driver and navigator skills, combining luck with fun and skills. Event should not be timed and speed should be eliminated (insurance may not cover participants and/or spectators).
- c) Funkhana appears to work best when scheduled with the Flea Market. Workability of course should be ensured in the space available. If sufficient room is provided to navigate, differing classes of cart-spring and coil-sprung may not be necessary.

It should be anticipated that sixty percent (60%) of the registrants will enter this event. Make sure that all entrants can complete the course within the time allocated for this event.

- d) Determine sign requirements before departure to GoF and notify Artwork Chair as soon as possible.
- e) Coordinate awards requirements with Awards Chair.
- f) Recruit, instruct and assign all necessary assistants required in judging and operating the event.
- g) Set-up method of scoring, collecting and tabulating scores. Prior events have used note cards with driver/navigator information, scores and times. Best times/scores were sorted so that at event close best scores were on top.
- h) Obtain all items required for the Funkhana and make arrangements for their transportation to the site.
- i) Ensure the safety of all participants and spectators. Make sure the event area is secured and clear in time for event to start.
- j) Clean up area after event.
- k) Provide scoring results as soon as possible to Awards Chair and assist at Awards Banquet.
- l) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- m) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.
- n) Be sure to identify the driver, navigator, registration numbers and type of car driven on each Funkhana form.
- o) Provide shade at the start of the Funkhana and possibly at each station (the day gets long and hot) with at least one table.
- p) Provide at least 20 chairs for bystanders to use.
- q) Possibly hold the Funkhana on a day other than the last day in order to tabulate the results.
- r) Obtain the approximate measurements of the location of the Funkhana and provide that to the Chair in plenty of time for planning.

- s) Clip Boards are very handy.

601.12 Hospitality

- a) Hospitality should be located in the central main reception area or in a room near to the Registration area.
- b) Hospitality operating schedule should be coordinated with Registration, Regalia and the Photo, Model and Arts & Crafts display. Make sure that it is opened at least during the first day of the Event. It should be closed during any off-site activity.
- c) Recruit personnel to staff during open hours.
- d) Determine beverage requirements
 - i) Complimentary coffee and tea before noon.
 - ii) Add beer (regular and lite) wine (white), and soft drinks after noon. Attempt to have afternoon refreshments supplied by GoF West, if facility will allow.
- e) Determine need for tables and chairs.
- f) Set up bulletin board for:
 - i) Messages.
 - ii) Local fast food restaurants, gas stations, liquor stores, etc.
 - iii) For sale items by Registrants.
- g) Have the following on hand:
 - i) Local area maps.
 - ii) Extra pocket schedules.
 - iii) Small office supplies (3" x 5" cards, paper, pencils, tacks, stapler, tape, etc.)
- h) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- i) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.13 Photography

- a) Arrange for a Power Point presentation of cars on display, event participants (especially potential class winners) and humorous scenes, such as 'Hard Luck' candidates, etc.
- b) Coordinate with Audio/Visual and Awards Chairs and event location to arrange for slide projector, screen, and any other necessary equipment when needed.
- c) Coordinate with Awards Chair the showing of the applicable photo during the particular award.
- d) Photo CD's:

The car show photo is the main reason people will buy the CD, and therefore must be as interesting a shot as possible. There are numerous difficulties brought on mainly by a lack of time and the need to keep things moving along. The biggest obstacle is getting people's faces in the shot when they are in an enclosed car. Ideally it would be best to photograph people outside of their car, but the logistics of it would likely prove to be too much. This means that all photos will have to be taken directly from the side, as was done in Squaw Valley and previous years. Any attempt to take photos from a more forward angle would result in shooting through the windshield, and therefore reduced quality of participant's faces in the photograph.

The location for photos should also be set well ahead of time. Ideally the photographer should see the shooting location at the time of day that photos will be taken, but obviously this may not always be possible as not everyone arrives a day or more early. Alternately, someone who arrives at the GoF location early may be able to take a few test photos in various locations and send it to the photographer to give him / her an idea of what to expect.

The awards photos would be best taken in a controlled environment, meaning a set location (place winner's feet at a mark on the floor) and ideally with a lamp to light them with. Room lights are often too dark and cause strange shadows. Perhaps a small "photo booth" can be set up with a GoF poster and a few decorations from the hotel which would tie into the theme of the surrounding area. Even the poster by itself would be better than a blank wall or random background.

The photo CDs take a two-part effort. First is sorting through photos and running a portion of them through Photoshop to correct issues. The main issues to be addressed are in car show photos where the participants driving closed cars were shadowed by the roof of the car. These photos are also the most important thing on the CD, so a bit of extra time is taken to make sure the color and exposure levels are good.

The second part of the process is burning the CDs and printing labels. For the average home computer user this take an extraordinary amount of time, as each CD takes several minutes to burn and more again to print a label onto.

- e) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- f) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.14 Publicity

- a) Prepare a Power Point presentation of your next year's GoF West at the current Event.
- b) Prepare and mail PR releases to other MG clubs, eight to nine months before the scheduled start of the next GoF West.
- c) Prepare for publication PR write-ups and photos. Contact should be made to: Automobile Club (in Event and nearby areas), Sunset Magazine, Coast Car Collector, Old Cars, Car & Driver, Road & Track, The Sacred Octagon, Safety Fast, British Car, North American Classic MG, and any other auto-oriented magazine, with sufficient time to allow for coordinated publication (usually 90 to 120 days for magazines and one to two days for newspapers, radio, and TV). See Appendix 2 for a list of current publications.
- d) Coordinate area publicity with event location and local Convention and Visitors Authority.
- e) Coordinate production and printing of the event booklet to include maximum number of registrants and donors.
- f) Coordinate activities with Registration Chair and Artwork Chair.

- g) Prepare post-GoF West release for publication (including photos) in The Sacred Octagon and Safety Fast.
- h) This is a very important position.
- i) For those that have computer experience, you might want to open a home page on the Internet describing the Event and offering registration information.
- j) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- k) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.15 Regalia

- a) Four persons are recommended for this activity.
- b) With the approval of the Steering Committee, determine and obtain a variety of items to be sold:
 - i) Order dash plaques, jacket patches, and pins in sufficient time for these items to be included in the registration packets (usually eight to 10 weeks prior to the commencement of the Event). The same company is recommended for all three items.
 - ii) Other items should be selected, based on their uniqueness and non-availability in the general market place. T-shirts may be included, but order the quantity based on orders received through Registration package only. This will allow full color screen print, good lead time and eliminate over-ordering. A small extra stock may be obtained. Try to deal with a supplier that carries XXL shirts. Be prepared with suppliers to furnish additional items, if possible, at the same price as the original order.
 - iii) Limit the use of GoF logo on merchandise. Using an MG logo instead will increase sales, both now and later.
 - iv) Do not ignore consignments with a minimum of twenty percent (20%) consignment fee. Some vendors will supply items priced, tagged and inventoried.
- c) Maintain a beginning, running, and ending inventory of all stock, both purchased and consigned. Check with Steering Committee on regalia items left over from previous GoF West Events. Keep in mind that any product(s) having a cost basis of more than \$500.00 to the Organizing Committee needs the approval of the Steering Committee.
- d) Determine item pricing, based on reasonable mark-up, and ensure that prices are prominently displayed.
- e) Pre-Event publicity must be to Registration not later than ten (10) weeks prior to commencement of GoF West.
- f) Regalia should be held in the same general area as Registration, Photos, Models and Arts & Crafts, and Hospitality. Similar hours for Regalia sales should be maintained. The hours open need to be posted in a convenient location.
- g) Notify the Co-Chair concerning needs for tables, chairs, etc. It is recommended that all articles be displayed on a vertical board behind the tables, marked with the name of the article and price. This eliminates clutter on the tables and places all items in plain view. Stock may then be kept under the table or behind, out of the way.

- h) Arrange staffing and training of sales personnel. Note the following:
 - i) Minimum staff is two (2)
 - ii) Second, full day is usually the heaviest day.
 - iii) Periods between events are the busiest and often require at least four (4) or more persons to operate the tables. Periods immediately after the Technical Session(s) are busy (persons looking for books on the subject).
- i) Arrange for customer receipts and sales records. Simple two-part sales book seems to work well (10 each of a 50 page book, no carbon needed).
- j) Arrange for cash box, change, and credit card machine. Also helpful to have scissors, tape, pens, black felt markers, extra price tags, and stapler.
- k) Provide customers with bags and paper wrap for breakable items (local markets or other merchants will usually provide these).
- l) Arrange transportation for local items to event location.
- m) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- n) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.
- o) If the regalia items are packaged ahead of time, seal the packages so items do not fall out.
- p) Do not sell items of regalia that have been pre-offered for the current year until everybody, or almost everybody, has collected their pre-ordered regalia packages.
- q) Be careful in selecting T-shirts and Polo shirts, get high quality merchandise made with heavy material.

601.16 Registration

- a) At least nine (9) months prior to the commencement of the Event, mail registration forms to the following: (Sample registration forms are attached as Samples 12 and 13). Note that the registration fee must be approved by the GoF West Steering Committee.
 - i) Past year's "In Spirit".
 - ii) Registrants from the two (2) previous years' GoF Wests.
 - iii) Moss Motors, Abingdon Spares, TSO, Safety Fast, etc.
 - iv) MG Clubs.
 - v) Any requests.
- b) Receive and file registration applications:
 - i) Date stamp.
 - ii) Note application for monies received.
 - iii) Assign registration number.
 - iv) All receipts and charge card slips go to Finance Chair.
 - v) Fill out confirmation card.
 - iv) Maintain a separate and complete list for future mailing purposes.
- c) Enter application into registration system and include following information in addition to name, address, registration number, and e-mail address. (Simple PC data base or spreadsheet has been used in the past):
 - i) Club membership(s)

- ii) Information on car(s) (including car and engine numbers)
 - iii) First-Timer information
 - iv) Date of Receipt
 - v) T-shirt information, if applicable
- d) Registration system should provide for both alpha (name) and numeric (registration number) sorting.
- e) Three mailing labels for Registrants will be required. Refer to mailing and activity schedule for deadlines (See Sample 2):
 - i) Confirmation card returned to Registrant.
 - ii) Hotel reservation sent to hotel. (However, it is suggested that the Registrants book their own rooms).
 - iii) Meal cost information and additional event information sent to Registrant as soon as prices have been established.
 - iv) Final schedule of GoF West activities mailed to Registrant four (4) weeks prior to commencement of GoF West.
- f) Name and registration number label will be required for packet at Event.
- g) Prior to Event:
 - i) Prepare alpha and numeric registration lists.
 - ii) Prepare club lists at arrival to sign up for awards. (Samples 14a through 14f)
 - iii) Should have cash box, \$100.00 in change (small bills and coins), and credit card machine.
 - iv) Set up Registration staffing schedule.
 - v) Determine best location tables (2 6' tables).
 - vi) Assemble registration packets at least two (2) weeks prior to commencement of Event.
- h) All material for registration packets must be received not later than three (3) weeks prior to commencement of Event. Provide extra material for at least 25 to 30 extra packets for late registrants. Single person vs. couple: all packets shall be the same. The registration packets should include the following items:
 - i) A 'classy' container for the following items
 - ii) Dash Plaque (1) (order 1-2 per registration)
 - iii) Jacket patch (2 per registration packet) (order 2 per registration)
 - iv) Area map
 - v) Pencil/pen and pad
 - vi) Pocket Schedule of Events
 - vii) Meal tickets in envelope with total number of tickets on the outside. Be sure to count the number of meal tickets in the presence of the Registrant.
 - viii) Name Tag(s)
 - xi) Car Display ID Card
 - x) Bidder card for Auction
 - xi) Ballots for Car and other contests. (See Samples 10)
 - xii) Program Booklet (delete the reference to sample 3)

- xiii) Safety Fast/ MG Car Club stuffer
- xiv) Other items (Items donated by commercial vendors or chambers of commerce, etc)
- i) As Program printing should be done three (3) weeks prior to commencement of GoF West, be sure that up-to-date registration list will be available.
- j) Prior to GoF West arrival, setup meeting with staff to handout and review procedures.
- k) At the Event location:
 - i) Registration packets in alpha order behind table(s)
 - ii) Tentative registration schedule (if mid-week):

First day	Noon to 5:30 p.m.
Second day	8:00 a.m. to 6:00 p.m.
Third day	8:00 a.m. to 6:00 p.m.
Fourth day	9:00 a.m. to noon
 - iii) May need only one (1) station on the first and fourth day, and suggest at least two (2) on the second and third days.
 - iv) Ensure that Club competition lists are prominently displayed.
 - v) Have the following available:
 - Alpha list
 - Numeric list
 - Registration packets
 - Programs
 - Cash box
 - Charge card machine
 - vi) Check each packet for completeness when Registrant(s) check in.
- l) Make daily deposits with Finance Chair.
- m) Be sure to mail all unclaimed registration packets within two (2) weeks of the Event.
- n) Suggestions:
 - i) Registration should be computerized and must be handled by a computer-literate person.
 - ii) A portable computer and printer, loaded with the registration program should be available during the Event.
 - iii) Use a proper table with two chairs for registration. Have an area behind it out of reach of Registrants for the storage of registration packets, etc.
 - iv) Do not have the registration desk near the area where regalia is sold. The two are not compatible.
 - v) The program booklet MUST adequately acknowledge the contributors to the Auction, Raffle and the Event in general.
 - vi) Start the program booklet early. It is a lot more work than it looks. Use a computer to do it.
 - vii) The program book should include a list of the Special Awards, their exact definitions and the rules associated with them. See Section 501 AWARDS.
 - viii) Use FileMaker Pro
 - ix) Create Registration Packets (name tags, car display card, auction bid card, jacket patches, lapel pins, and dash plaques) as each individual registers and place items alphabetically in

manila envelope. Prior to leaving for GoF should have at least 8 generic registration packages ready to be assigned, the details of which can be filled in at time of registration.

aa) Allow for changes to the name tags (the registrant forgetting they are bringing their spouse, significant other or children).

bb) The Auction Number should be on a bright standard letter size card stock. It is strongly suggest that printed on the reverse side are the item number, item description and price paid.

cc) The Car Display Card should include the model and class that the vehicle is being displayed. If the vehicle is for display only this should be included in at least 1 inch letters prominently displayed. (Be prepared to make changes at time of registration since some registrants may bring more than one vehicle [if so they should be labeled A, B, etc.]) or they may change vehicles.

dd) Ballots should allow voting for only 1 or more different vehicles or items and NOT 1st, 2nd or 3rd places. It makes counting ballots simpler and more effective. The highest number received is first place, the second highest is second place, etc. Disqualify any votes received for the same car on the same ballot, except for 1 vote.

ee) Meal tickets do not have to be fancy, but should be on different color paper for each meal. Be sure to have extra tickets on hand for the meals if the tickets are forgotten.

- x) Pre-attach ribbons to name tags (green first timers, blue old timers, red Steering Committee.) The Steering Committee might want to determine the qualifications for being classified as an "old timer". Currently it applies to those that have been to almost every GoF including the first one.
- xi) The car display card should be pre-printed with both the model and class of vehicle, including Premier, together with a designation as to whether they are a "first timer".
- xii) At time of check in, make sure that you have the original registration forms, regalia and meals order forms and the ability to reprint name tags, display cards, etc. due either to mistakes or registrants change of mind. Also, a color printer is very handy together with a paper cutter.
- xiii) Should have two persons at registration, one to check each package at the time it is given to registrant for completeness and the other to make appropriate changes, handle new registrations, and operate the computer and printer.

- xiv) In order to provide information to those that have registered, categories should be set up in the e-mail account. Those categories should include all current GoF registrants with sub-categories of First Timers, non-return of order forms, Committee Chairs, and other such sub-categories.
- o) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- p) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.17 Security

- a) The following events or areas will require security arrangements:
 - i) Common areas of Registration, Displays, Hospitality and Regalia for which the individual Chairs are responsible. Assist them if needed.
 - ii) Car park area. Provide a professional, full roving security patrol from about 10:00 p.m. to dawn (depending on location and frequent checks during all other times that cars are present.
- b) Recruit additional assistance and train as necessary.
- c) Coordinate with and utilize Event location resources as much as necessary.
- d) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- e) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.18 Technical Sessions

- a) Technical sessions should be scheduled for the first afternoon and both mornings and afternoons of the second, third and fourth days. Afternoon sessions usually have a better response.
- b) Determine meeting rooms to be used for the sessions and coordinate with event location. It is recommended that a separate room with video replay equipment be open as much as possible for those interested.
- c) Set up program for sessions with the subject and the speaker's name. Make sure that meaningful topics are chosen. Technically knowledgeable members of any club should be contacted.
- d) Notify Publicity Chair in sufficient time to allow information to be included in Event Program and pocket schedule.
- e) If pre-Event publicity is desired, write-up must be given to Publicity Chair and Registration prior to final mailing eight (8) weeks prior to the commencement of the Event.
- f) Make sure that all necessary materials and equipment are on-hand for each session. Provide technical session tapes from previous GoF Wests for video replay room.
- g) Coordinate with Artwork Chair for any signs that may be necessary.
- h) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.

- i) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.19 Tour/Rallye:

a) Tour:

- i) Select route for tour encompassing items of local interest.
- ii) Avoid congested or construction areas
- iii) Make sure that the route can be completed in no more than three (3) driving hours at an average speed of forty (40) miles per hour.
- iv) Once the route is determined and directions are written, have another person run the route, using the directions that have been developed.
- v) Make sufficient copies (with a map) for each Registration.

b) Rallye:

- i) Using tour route above, make up list of at least forty (40) questions.
- ii) Questions should concentrate on items related to local history or interest or in some manner associated with the MG.
- iii) Rallye should be constructed in such a manner that participants will have fun and become familiar with the local area. Everyone should be able to finish.
- iv) Start time should be open and coordinated with Registration hours. End time should be no later than Registration closing time.
- v) Participants should be logged out and in with date and time by Registration to ensure equal competitiveness.
- vi) The event should not be timed.
- vii) For Safety: No questions should be asked in congested or construction areas and the Instruction Forms should state before these areas: "There are no questions ahead for the next _____ miles due to congestion or construction."
Also, inform participants if unanticipated construction or congestion occurs the day of the Rallye that they should disregard questions pertaining to the areas of congestion or construction for safety.
- viii) Arrange for a committee member to drive the route after the last car has departed in case of a vehicle breakdown.

- c) Historically, approximately thirty (30) percent of the Registrants enter the Rallye. The Rallye Chairperson should plan on 50% participation.

- d) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.

- e) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

601.20 Winners' Circle:

- a) Finalize location arrangements at Event location and it should be held immediately adjacent to the continental breakfast, if at all possible, depending on the hotel arrangements.
- b) Make sure all first place cars are in place not later than 7:00 a.m.
- c) Display cars in sequence of their class.
- d) Coordinate with Security Chair for site security.
- e) Coordinate with Foodservice, if applicable. A continental breakfast should be available.
- f) Coordinate with Artwork Chair for any signs that are needed.
- g) Provide sign-up table for next year's GoF West.
- h) All expenditures in excess of the Event Category budget should have prior approval of at least one (1) of the Co-Chairs. ALL expenses must be receipted.
- i) A final report and evaluation shall be submitted to the Co-Chairs within thirty (30) days of the completion of the Event.

701 SAMPLES:

Attached are samples of various forms and letters that have been used successfully in previous GoF Wests. Some current and former members of the Steering Committee of *GoF West, Inc.* together with previous Chairs, have these items on computer discs.

Sample 1--Budget Form

GoF West Financial Form

** Preliminary report due to Steering Committee 30 days following event

** Final report due to Steering Committee 60 days following event

Year: _____ Location: _____

Chair: _____ Co-/Vice Chair: _____

INCOME

_____ Registrations @ \$ _____ \$ _____

Advance from Steering Comm. \$ _____

Regalia: \$ _____

Raffle: \$ _____

Silent Auction: \$ _____

Auction: \$ _____

Meals: \$ _____

Flea Market: \$ _____

Miscellaneous (explain): _____

\$ _____

\$ _____

\$ _____ Administration (explain): _____

EXPENSES

Meals: \$ _____

Mailings: \$ _____

Reg. Packages \$ _____

Telephone: \$ _____

Car Display: \$ _____

Funkhana: \$ _____

Rally Tour: \$ _____

Regalia: \$ _____

Patches: \$ _____

Dash Plaques: \$ _____

Printing: \$ _____

\$ \$ Auction \$ _____

Models/Photos \$ _____

Awards \$ _____

Miscellaneous (explain) _____

\$

TOTAL INCOME: \$ _____ TOTAL EXPENSES: \$ _____

Less Advance: \$ _____

Less all Expenses: \$ _____

Net to GoF Steering Committee \$ _____

Date submitted: _____

By: _____

Sample 2--Event Activity Deadlines

DATE	ACTIVITY
.	Location, dates, hotels, artwork (Logo) must be completed prior to current GoF West. The following time schedule is based on a GoF West starting the middle of July. The time for the activities to be completed are shown in brackets.
9/1	Tentative budget established
11/1	Chairs meet with Finance Registration, Publicity MAILING NO. 1 brochures and publicity information to clubs, prior registrants, etc. (36 weeks prior)
12/1	Meet with all Committee Chairs and distribute procedure books (32 weeks prior)
1/1	Meet with all Committee Chairs (26 weeks prior)
2/7	Begin individual meetings with Committee Chairs as necessary (23 weeks prior)
2/28	Meeting for all Committee Chairs (19 weeks prior)
3/7	Settle catering arrangements for Auction Dinner, Awards Dinner, Picnic and Winners' Circle brunch (18 weeks prior) Settle Location for car display
3/15	Deadline for all publicity for Mailing No. 2, Car Display, Photo, Model, Arts & Crafts and other information (17 weeks prior) Committee Chairs submit expenses to Finance
4/1	Meeting with all Committee Chairs (15 weeks prior) MAILING NO. 2, Meal prices, events, etc.
4/15	Deadline for Artwork requests to Co-Chairs (13 weeks prior) Submit expenses to Finance

Deadline for Car Display, Model, Photo Display and other information to be printed in registration packets

4/22 Draft letter and schedule for last mailing (11 weeks prior)

Meeting with all Committee Chairs

5/7 Meeting for all Committee Chairs (8 weeks prior)

Submit expenses to Finance

MAILING NO. 3, letter and schedule of events

Deadline for receipt of regalia for registration

5/15 All material to Registration Chair for packets (7 weeks prior)

6/1 Registration Committee completes stuffing of packets (5 weeks prior)

6/15 Meeting for all Committee Chairs (4 weeks prior)

Submit expenses to Finance

7/1 Chairs meet with Finance and Registration (2 weeks prior)

7/18 All Chairs to Event location on day prior to scheduled opening (1 day prior)

7/19 GoF West

8/15 Final Financial Reports due to Co-Chairs (4 weeks after)

9/1 Final report due from all Chairs (6 weeks after)

10/1 Final report due to Steering Committee of *GoF West, Inc.* (8 weeks after)

Sample 3--Suggested Schedule Of Events *

TIME	EVENT	LOCATION	DATE
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DAY ONE (MONDAY)

Noon - 6:30 p.m.	Registration		
Noon - 6:30 p.m.	Models, Photos Crafts, Arts		
Noon - 5:00 p.m.	Hospitality		
6:00 p.m. - 7:00 p.m.	First Timer's Car Display		
6:30 p.m. - 7:00 p.m.	Orientation		
Evening	Dinner, your choice		

DAY TWO (TUESDAY)

8:00 a.m. - 6:30 p.m.	Registration		
9:00 a.m. - 12:00 p.m.	Rallye/Tour		
9:00 a.m. - 5:00 p.m.	Hospitality		
9:00 a.m. - 5:00 p.m.	Regalia		
9:00 a.m. - 5:00 p.m.	Models, Photos, Crafts, Arts		
1:00 p.m. - 2:00 p.m.	Technical Session (Describe what and who)		
2:30 p.m. - 3:30 pm	Technical Session (Describe what and who)		

Evening	Dinner, your choice		
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DAY THREE (WEDNESDAY)

8:00 a.m. - 10:00 am	Car Display Line-up		
10:00 a.m. - 1:00 p.m.	Car Display - Judging		
1:00 p.m. - 5:00 p.m.	Hospitality		
1:00 p.m. - 5:00 p.m.	Registration		
1:00 p.m. - 5:00 p.m.	Regalia		
1:00 p.m. - 5:00 p.m.	Models, Photos, Crafts, Arts		
1:00 p.m. - 3:00 p.m.	Funkhana		
1:00 p.m. - 3:00 p.m..	Flea Market		
3:00 p.m.	All judging closes,		
6:00 p.m. - 7:00 p.m.	No Host Cocktails		
5:00 p.m. - 6:30 p.m.	Silent Auction		
7:00 p.m. - 8:00 p.m.	Auction Dinner		
8:00 p.m. - ?	Auction		

DAY FOUR (THURSDAY)

9:00 a.m. - Noon	Registration		
9:00 a.m. - 3:00 p.m.	Models, Photos, Crafts, Arts		
11:00 a.m. - 5:00 p.m..	Hospitality		
10:00 a.m. - 11:00 a.m	Advisory Council Meeting		

11:00 a.m. - Noon	Steering Committee Meeting
3:00 p.m.	Displays to be picked up
6:30 p.m. - 7:30 p.m.	No Host Cocktails
7:30 p.m. - ?	Awards Dinner

DAY FIVE (FRIDAY)

8:00 a.m. - 10:00 am	Winners Circle
8:00 a.m. - 10:00 am	Farewell Breakfast

Remember that this is only a suggestion, but keep in mind that all judged events shall have been completed by the end of Day Three.

Sample 4---High Point Award Scoring

PLACE	NUMBER OF EVENT ENTRANTS								
		2	3	4	5	6-10	11-25	25-Up	
POINTS to be Awarded									
1st			4	5	6	7	8	10	
2nd			3	4	5	6	7	9	
3rd				3	4	5	6	8	
4th					3	4	5	7	
5th						3	4	6	
Finished			2	2	2	2	2	2	

Sample 5a---Auction Solicitation Letter

(For non-GoF participants)

NAME

ADDRESS

CITY, STATE, ZIP

E-MAIL ADDRESS

Dear :

My name is _____, and I am soliciting donations for items to be auctioned at GoF West '9_'. This annual meeting of MG owners, will be held from _____ through _____ at the _____ hotel in (City) , (State). A highlight of this event is an auction of donated items of interest to owners of cars of this vintage.

The GoF West is nonprofit, designed to benefit owners and vehicles of MG manufacture, centering on all vintage MGs. By contributing, Name will be listed in the portion of the official events program as a supplier and donator of parts, services and/or accessories. Approximately (400) registrants will receive this program, thereby being direct advertising to you. The registrants take information back to their home clubs located in the western United States and Canada. Most MG owners generally own other cars (some British) or belong to other clubs — direct advertising with far-reaching potential.

The auction itself is held one night during the meet, with a dinner preceding it. Revenues from the auction go towards offsetting expenses incurred in setting up the meet and towards guaranteeing this meet for at least another year. The auction is therefore not a money-making scheme but a cost-defraying one. Numerous volunteer hours go into the planning and realization of these meets. The items you donate, as well as your company name, is announced at the time your donation is auctioned.

Enclosed is a form for you to advise us of those items you wish to donate. Please fully complete the form and state your name or the name of your company as you would like it to appear in the GoF West "YR" program. Gift certificates, in lieu of actual items, are greatly appreciated. Items can either be mailed with the form, or forwarded at a later date. All auction items, except those brought to GoF West "YR", should be received no later than (three weeks prior to the event). Pledge forms should be received no later than (10 weeks prior to the event).

Thank you for your support of GoF West "YR".

In appreciation,

Your name

Auction Chairman, GoF West "YR"

Sample 5b---Auction Solicitation Letter

(For GoF participants)

NAME

ADDRESS

CITY, STATE, ZIP

Dear Fellow MG Enthusiast:

It is time once again to plan for the success of annual GoF West. As you know, the parts auction is the major source of funding for our annual event. You and your club can gain special recognition and publicity by making a donation to the auction.

Please consider your contribution now and let us hear from you before the (90 days prior to the event) so that we can acknowledge your name in the program. Donations must be received prior to (15 days prior to the event), unless you are transporting the items to GoF West "YR" yourself. Please send pledge forms and donations to:

NAME

ADDRESS

CITY, STATE, ZIP

E-MAIL ADDRESS

If you bring your donations to GoF West "YR", they will be accepted at the GoF West '9_' Registration desk.

Thank you for your support. We look forward to seeing you in City, State.

In appreciation,

Your name

Auction Chairman, GoF West "YR"

P.S. For maximum exposure, please include a copy of this letter in your next Club's newsletter and/or read it at you next Club meeting.

Sample 6---Auction Donation Pledge Form

LOCO	GoF West	
	FROM - TO DATES	LOCATION

Auction Donation Pledge Form

Yes, I would like to contribute to GoF West '92 by pledging the following item(s) in support of the auction:

Program listing should appear as follows:

Name of firm or individual: _____

Address: _____

City / State: _____ Zip: _____

Telephone (include area code): _____

Please indicate the method you intend to use to get the item(s) to us

It / they will be shipped 0 It / they will be mailed 0

Method (i.e. U.P.S. / FedEx, etc.): _____

I'm going to bring it / them with me

Please mail this form no later than JULY 15th, '92. This form and all items should be sent to:

YOUR NAME
STREET ADDRESS
CITY, STATE, ZIP

Sample 7---Auction Item Tag

ITEM NO. <u>168</u>	ITEM NO. <u>168</u>
<i>THIS PORTION STAYS</i>	DONOR _____
<i>WITH ITEM</i>	DESCRIPTION <u>THIS PORTION GOES</u>
BIDDER NO. _____	<u>TO DOORKEEPER / CASHIER</u>
PRICE _____	BIDDER NO. _____
	PRICE _____

Sample 8 A---Auction Acknowledgment Letter

NAME

ADDRESS

CITY, STATE, ZIP

Dear :

GoF West "YR" wishes to thank you for your donation of (list articles donated). Your generosity has helped make this GoF West one of the most successful ever held and has guaranteed the continuation of this annual event. (Donor's Name) can be proud of its participation.

In appreciation we have enclosed a list of participants,

Your name _____

Auction Chair

Sample 8 B---Auction Acknowledgment Letter



GoF West '94
621 Alexander Cr. N.W.
Calgary, Alberta
Canada T2M 4B4
July 20, 1994

Mr. Fergus Tewnton,
British Auto Specialists Ltd.
330 - 40 Ave. N.E.
Calgary, Alberta
Canada T2E 2M7

Dear Fergus,

Thank you for contributing to GoF West '94. Your donation of the MG-TC valve cover and side cover made excellent auction items. Your other contributions, including the use of your customs broker, supplying the car display cards, and your moral support, really helped to make life easier for the GoF organizing committee. All of your contributions to the GoF are greatly appreciated.

GoF West '94 was a great success. The participants were very impressed with the beautiful mountain setting, the excellent weather, and the smooth operation of the meet itself. The car show, featuring a veritable sea of MGs, was held on a grass field surrounded by trees and imposing mountains. This is a sight participants will remember for years to come. The highlights of the event included a unique group photo that was taken of all 380 participants including various MG "T" series cars, a one day excursion to the Calgary Stampede, and a scenic drive to the townsite of Banff.

Events such as GoF West '94 really serve a dual purpose. These gatherings offer a variety of social events as well as more technically oriented items. Our MG buffs enjoy disseminating technical information on the maintenance of classic cars to other participants. We have therefore listed British Auto Specialists Ltd. in the program book in order to keep our members aware of vendors willing to help them with their hobby.

Thanks again.

Sincerely yours,

Case Struyk

AUCTION ACKNOWLEDGMENT LETTER
(Sample 5)

Sample 9---Master Auction Tracking List

[illegible]

Sample 10---(Ballots)

CAR DISPLAY BALLOT

Please vote for 3 different cars in the following

classes MG TC CLASS

_____ # _____ # _____

MG TD CLASS

_____ # _____ # _____

MG TF CLASS

_____ # _____ # _____

MG Variant CLASS

_____ # _____ # _____

MGA CLASS

_____ # _____ # _____

MGB CLASS

_____ # _____ # _____

MGB/GT, MGC/GT CLASS

_____ # _____ # _____

Please vote for 2 different cars in the following classes

PRE-WAR

_____ # _____

PREMIER

Vote for 1

PHOTOS/MODELS/ CRAFTS / MG COLLECTIONS

BALLOT

Please vote for 2 different displays
in the following classes

PHOTOS

HUMOR/ACTION

#

GENERAL INTEREST

#

CRAFTS

SEWN GOODS

#

ARTS/CRAFTS

#

MODELS

SINGLE MODEL

BEST MG DISPLAY

DIORAMA

#

#

MG RELATED COLLECTIONS

#

#

FIRST TIMER'S BALLOT # _____

Sample 12---Registration Form

Sample 13---Order Form

Send completed forms and payment to:
Mike Campbell, 3570 Willow Street, Bonita, CA 91902
(Please make check payable to "GoF West '09")

Name(s) _____

Registration Number (if known) _____

Please fill out page two for your meals and regalia orders and transfer the totals below:

Regalia Total (from page two) \$ _____

Meals Total (from page two) \$ _____

Registration Fee (if not paid) \$ _____

Flea Market Tables (\$15.00 each) \$ _____

TOTAL PAID \$ _____

Payment by:

VISA _____ MasterCard _____ Check Enclosed _____

Name on card: _____ Expiration Date: _____

Card Number: _____

In order for us to plan for the event, please complete the following. If in doubt, indicate a maybe following the item:

I (we) will ___ will not ___ attend the Orientation Session

I (we) will ___ will not ___ display our car at the Car Display

I (we) will ___ will not ___ participate in the Rallye

I (we) will ___ will not ___ participate in the Funkhana

I (we) will ___ will not ___ bring items for the Auction

I (we) will ___ will not ___ display items in the Photos ___ Crafts ___ Models ___

I (we) will ___ will not ___ attend the Tech Sessions

I would like to volunteer to assist in the following areas:

_____ Auction

_____ Car Display

_____ Arts/Crafts

_____ Rally

_____ Regalia

_____ Funkhana

_____ Hospitality

GoF WEST 2009 MEAL AND REGALIA ORDER FORM



Send completed form and payment to:

Mike Campbell, 3570 Willow Street, Bonita, CA 91902

(Please make check payable to "GoF West '09")

MEALS:

The Awards' Dinner may be purchased for \$50.00 per person which will include a delicious **buffet** consisting of a Caesar Salad, Orzo Pasta, Pecan or Rosemary Crusted Chicken Breast, Roast Port Loin or Cheese Ravioli with Marinara Sauce, Coffee or Tea and Dessert. Special dietetic meals will be offered for the same price. The price for children under the age of 13 will be \$15.00.

In lieu of providing a dinner at the auction, and because of the fine restaurants at the village, desserts will be served during the auction. Light hors d'oeuvres will be served at Orientation. A Continental Breakfast will be served at the Winners' Circle. All will be offered for \$25.00 per person, if ordered separately. If ordered with the Awards' Dinner, it will be \$20.00 per person. Except for the Awards' Dinner, there is no charge for children under the age of 13.

In order to properly plan for the events, please indicate below which of the meal events you will be attending:

EVENT	QUANTITY	COST	TOTAL
<u>Awards' Dinner</u>		\$50.00	\$_____
<u>Children</u>		\$15.00	\$_____
<u>Dietetic (Specify)</u>		\$50.00	\$_____
<u>Other (With Awards Dinner)</u>		\$20.00	\$_____
<u>(Without Awards Dinner)</u>		\$25.00	\$_____
TOTAL MEALS ORDERED:			\$_____

REGALIA:

Three quality regalia items are being offered (**please see the attachment for the description**).
Be sure to specify whether men's or ladies.

ITEM	QUANTITY	SIZE With	Without	PRICE TOTAL
		(Men/Ladies)	Pocket Pocket	
T-Shirts		—	—	\$10.00 \$_____
		—	—	\$10.00 \$_____
				\$10.00 \$_____
Polo Shirts				\$30.00 \$_____
				\$30.00 \$_____
				\$30.00 \$_____
Hats				\$13.00 \$_____
TOTAL REGALIA ORDERED:				\$

Sample 14a---Award Sign-up Lists

[illegible]

Sample 14b---Award Sign-up Lists

[illegible]

Sample 14c---Award Sign-up Lists

[illegible]

Sample 14d---Award Sign-up Lists

[illegible]

Sample 14e---Award Sign-up Lists

[illegible]

Sample

14f---Award Sign-up Lists

[illegible]

ADDENDUM A

GoF WEST REDBOOK ADVISORY COUNCIL SUGGESTIONS

Each year at the GoF West event, the Advisory Council, which is comprised of representatives from the MG clubs represented at GoF West events, is asked to offer suggestions that might improve the event. The following is a compilation of suggestions that have been presented at past Advisory Council meetings. GoF West Chairpersons should consider the suggestions contained herein when planning their GoF West event.

- Use large fonts for the names on name tags, especially for the first name.
- Consider using a different color badge for first timers.
- Plan the rally so that registrants can finish within three hours.
- Plan the Orientation to discuss what is happening at the GoF, and what the events are.
- Plan and conduct the auction for 3 hours at the most.
- Have seating charts for the major dinners or banquets.
- Have a bulletin board to display messages, lists of events, ads, etc.
- Consider having the hospitality room open at breakfast time.
- In the planning of activities, consider that both men and women, and, quite often, children, attend the GoF events.
- Consider including the history of GoF West in the registrants booklet.
- When preparing the final reports, try to include numbers of registrants at dinners, etc., and lessons learned from the event.

Appendices

APPENDIX 1

HIGH POINT AWARD WINNERS

YEAR	Location	High Point Award Winner
1973	Santa Barbara, CA	
1974	Monterey, CA	
1975	Bend, OR	
1976	Long Beach, CA	
1977	Olympia, WA	
1978	Vail, CO	
1979	San Diego, CA	Laurie Alexander
1980	Lake Tahoe, NV	Laurie Alexander
1981	Spokane, WA	Pete Thelander
1982	Santa Barbara, CA	Jarl de Boer
1983	Long Beach, CA	Charles Garber
1984	Victoria, BC	Scott Gilbert
1985	Palo Alto, CA	Scott Gilbert
1986	San Diego, CA	Dick Maxey
1987	Snowmass, CO	Scott Gilbert
1988	Reno / Sparks, NV	Danny Tong
1989	Sun Valley, CA	Tom Brumley
1990	Mt. Bachelor, OR	Tim Cane
1991	Santa Barbara, CA	Ed Reynolds
1992	Grand Tetons, CA	Paul & Jeanne Miller
1993	Lake Tahoe, NV	George & Kevin Kershaw
1994	Calgary, BC	Pete & Fran Thelander
1995	Ventura Harbor, CA	Dennis & Shirley Bowman
1996	Columbia River, OR	Mike & Jo Lynn Campbell
1997	Park City, UT	Gene Roth
1998	Monterey, CA	Gene Roth
1999	Whistler, BC	Bill and Louise Ehrich
2000	San Marcos, CA	Bob and Harry Christian
2001	Napa, CA	Kathy and Floyd Inman
2002	Durango, CO	John and Brenda Hancock
2003	Long Beach, CA	Tim and Kay Cane
2004	Harrison Hot Sprs., BC	Larry Long
2005	Buellton, CA	Jill and Chris Gorman

2006	Mt. Hood, OR	Larry Long
2007	Park City, UT	David and Carol Marks
2008	Monterrey, CA	Steve and Linda Simmons
2009	Squaw Valley, CA	Bob & Susan Englehart
2010	Big Bear Lake, CA	Lisa Stowe (Ernie Page's daughter)
2011	Reno, NV	Barry & Sue Swackhammer
2012	Santa Ynez Valley, CA	Steve & Linda Simmons
2013	Carefree, AZ	Mike Campbell and Larry Long
2014	San Diego, CA	Steve & Linda Simmons
2015	Rohnert Park, CA	Danny & Barbara Young

Appendix 2

List of Current Publications for Publicity of the GoF

The Bonnet Northwest MGT Register
Liz Dubois, Editor
1913 South Marine Dr.
Bremerton, WA 98132

The Midget Chassis
(TC Motoring Guild)
Dave Edgar, Editor
1454 Chase Terrace
El Cajon, CA 92020

"On the Marque"
(San Diego MG Club)
P.O. Box 710111
San Diego, CA 92177

Spokesman
(Long Beach MG Club, Inc.)
P.O. Box 8515
Long Beach, CA 90808

The Wind Machine
(Sorry Safari Touring Society)
Terry Sanders, Editor
499 Embarcadero 1-16
Oakland, CA 94606

The Octagon Wheel
(MGT Roadrunners)
Ken Martin, Editor
4846 E. Indianola
Phoenix, AZ 85018

The Octagon
(Victoria MG Club)
P.O. 5428 Strn. B

Victoria, BC V8R 6S4
Canada

North American Classic MG Magazine
8702 Taybrook Dr.
Huntersville, NC 28078

The Sacred Octagon
C/O The New England MG T Register, Ltd.
P.O.Box 1028
Ridgefield, CT 06877-9028

MGB Driver Magazine
C/O Robert Rushing
5444 Sutherland Ave.
St. Louis, MO 63109

Clattre Chattré
(Classic MG's of Southern California)
Fran Milligan, Editor
1510 Voorhees Ave.
Manhattan Beach, CA 90266

Hemmings Classic Car
www.hemmings.com

Moss Motors
440 Rutherford Street
Goleta, Ca 93117

Ye Olde Valve Clattre
(Club "T" MG)
P.O. Box 5243
Portland, OR 97208

The Chatter

(Emerald Necklace MG Register, Inc.)
P.O. Box 81152
Cleveland, OH 44181

MG Talk
(The Southeastern MGT Register, Ltd.)
Don S. Hamer, Editor
3926 Harts Mill Lane
Atlanta, GA 30319

Trillium
(Ontario MGT Register, Inc.)
55 Blue Spruce Ct.
Kitchener, Ontario N2N 1L2
Canada

Octagon Topics
(Vintage MG Club of Southern California)
Pete Thelander, Editor
5492 Yale Ave
Westminster, CA 92683

The Lord Nuffield Crier
(Ohio Chapter, NEMGTR)
C/O Mendelson
10328 Pinecrest Road
Concord, OH 44077

Classic Motorsports
P.O. Box 1568
Ormond Beach, FL 32175

Gathering of the Faithful, West, Inc.

Red Book

Change Record

Date: 23 November 2008

Change Date of Change: was / Is

Authorized By

No. Change

1	4/5/03	<p>201.7 WAS: "Incentives: If desired, the sponsoring club(s) or group(s) may receive from <i>GoF West, Inc.</i>, an award based on the net profits from the Event activities. Net profits are determined as the gross income less gross expenses less \$3,000.00. The \$3,000.00 will be retained by <i>GoF West, Inc.</i>, to cover its estimated annual operating expenses. The annual expense estimate may be amended."</p> <p>201.7 IS: "If desired, the sponsoring club(s) or group(s) will receive 15% of the net proceeds from the GoF West event. This incentive will be paid upon receipt of the completed Final Financial Report not later than 75 days from the end of the event."</p>	Steering Comm.
2	2/29/04	<p>General revisions: Revised table of Contents to be consistent with text. Revised text and Sample document numbers for consistency. Re-ordered samples as necessary. 201.3 Added "4 inch" diameter for logo. 401.1.g Added: "First timers should be clearly identified with distinct name tags (e.g., different color than other attendees)." 601.19.c Added: "The Rallye Chairperson should plan on 50% participation." Appendix 2: Added High Point award winners.</p>	Chairman
3	3/7/04	<p>201.7 Deleted 2nd paragraph: "Prior to the event, the incentive award shall be agreed upon, preferably in writing, and shall not exceed 15% of the Net Profit (as described above), and will be paid upon receipt of the completed final Financial Report not later than 75 days from the end of the Event." 601.14 added: "See Appendix 3 for a list of current publications."</p>	Steering Comm.
	11/10/05	<p>Appendix: Added Appendix 3.</p>	Steering Comm.
4	11/27/06	<p>501.15 Brian Alder Award Deleted</p>	Steering Comm.
5	11/27/06	<p>201.5 Deleted reference to "later models shall not be solicited"</p>	Steering Comm.

6	11/18/07	Addendum A: Added Advisory Council Recommendations	Steering Comm.
7	07/09/08	301.7 Added negotiations paragraph	Steering Comm.
8		401.1.h Car Show Ballots 401.2.j Car-less Funkhana 401.2.k Event/Meal seating arrangements 601.16.h All registration packets same 601.19.b.vii Rallye Safety	Steering Comm.
9	11/23/08	201.8 GoF Inc. operating expenses	Steering Comm.
10	2/5/2010	General clean-up and reformatting for clarity and addition or revision of the following: 401.3 Added 2 nd paragraph for guidance on the night for the auction 601.2.k.iv) Added paragraph re silent vs live auction 601.2.k.vi) and vii) Added use of computer programs. 601.4.p) and.q) Added comments re: where to take photos 601.5 g.iv) Added MG Collections section 601.13 g) Added para about making CDs. 601.14.i) Added para re: home page on the internet 601.15.o) and p) Added para re: packaging of regalia 601.16.n.vii) Added use of Filemaker Pro 601.16.n.x) Added use of colored identifying ribbons. Appendix 2 —Deleted "Spirit of MG" award.	Steering Comm.
11	1/24/2012	201.8 Changed net proceeds calculation. 301.12 Enabled event volunteers to be reimbursed for reasonable travel expenses provided those expenses have been included as a line item in the event's budget and approved by the GoF West, Inc. Steering Committee. 301.3 (p) Costs to engrave High Point and Club awards reimbursable by GOF West, Inc.	Steering Comm.
12	12/10/2012	401.1. g) Changed wording of qualification for 1 st time display. 601.8. g) Clarified 1 st timer definition 601.8 Changed award from "High Point Award" to "Al Moss Memorial High Point Award" 501.9 Changed wording to redefine eligibility. 401.1h Changed wording to redefine eligibility and point at which winner must be retired from class competition.	Steering Comm. Per March, 2013 and June, 2013 SC Meetings
13	9/14/2015	501.13, para. 1: added comment to allow 5 points for "Display Only" car (June 2013 SC minutes) 501.13, ii) changed "registrant" to "driver", added 3 rd sentence. (Oct., 2013 SC minutes) 501.13 Added 3 rd paragraph. (Dec 2013 SC Minutes)	Steering Comm. Per Oct. 2013 SC meeting
14	12/19/2015	101 Preface: Redefined GoF is for Vintage MGs, was T-Series and earlier MGs. 201.5 Redefined was 1955 1 st earlier MGs, is Vintage MGs. Deleted 2 nd , 3 rd , 4 th sentences. 401.1 (e) Para 2: added ID of different vehicles. 401.1 (h) Changed groupings in car display to include MGAs and MGBs. Redefined Variant class to include modified MGAs and MGBs. Redefined splitting of MGAs and MGBs into different classes. 401.2 (g) Added "Only" before XPAG/XPEG. 501.5 Redefined award classes. 501.7 Redefined award classes	Steering Comm. Per June, 2014 SC Meeting

		<p>501.8 Redefined award classes.</p> <p>501.9 (c) Defined number of awards to be presented for post-1955 classes.</p> <p>501.11 Deleted reference to 1955 or earlier cars.</p> <p>501.13 Redefined to allow two awards.</p> <p>501.14 Deleted reference to pre-1956 cars</p> <p>501.15 Deleted reference to pre-1956 cars</p> <p>601.3 (o) Redefined to include MGA and MGB awards.</p> <p>Sample 5 (a) Deleted reference to pre-1956 cars (2 places)</p> <p>Sample 10 Changed to reflect the car classes defined in 401.1 (h)</p> <p>Sample 14 (d), 14 (e) are to be changed to delete reference to pre-1955 cars.</p>	
	<p>4/16/2019</p> <p>5/20/2019</p>	<p>401.1 Line 3: added maximum number of classes</p> <p>Changed the class structure to include MGAs, MGBs, MGCs, Midgets.</p> <p>Deleted "The modern MG class....(2) classes"</p> <p>401.1 h) Redefined classes g) through m).</p> <p>401.1 h) Deleted: The MGA and MGB classes may be split into further classes as long as there are three (3) or more cars in a class</p> <p>401.1 h. Premier Class: Deleted "...1955 or earlier...".</p> <p>501.9 b: Defined number of awards in i), ii), and iii)</p> <p>501.9 b: Added "more than 9 cars" in paragraphs v) and vi).</p> <p>501.9 c: Defined Post-1956 MGs in line 1</p> <p>501.9 c: Defined classes in line 3</p> <p>501.9 c: Paragraphs i), ii), iii), iv), and v): Clarified number of awards to be given</p> <p>601.3 (o) Added MGC, Midget, and Saloon.</p> <p>General clean-up of minor items (per Chairman):</p> <p>401.1 r: Changed "shall" to "should"</p> <p>601.2 k vii) and viii) Changed "use" to "consider using"</p> <p>601.3 (o) Added MGB/GT....Saloon.</p> <p>601.3 (o) Special Awards: Added Al Moss award for Pre 1956 and Post 1955.</p> <p>501.13: Deleted first sentence, reverting back to only one award.</p> <p>2nd para: Deleted " If the....., then the". (Driver and navigator must be the same for funkhana and rally)</p> <p>Deleted last sentence (Driver and navigator must be the same for funkhana and rally).</p> <p>Minor grammatical clean up in paragraph (per Chairman).</p>	<p>Steering Comm.</p> <p>Steering Comm.</p>