

Assigned	Instructions	Leader
Announcer	<p>Get Announcer's Book to Ed Lucas and review together. Announcer's Book will come from EventFest and include Sponsor's Names, Descriptions, Vendor's Name and Description and Run of Show Schedule. Printouts of all car awards will be added to the Book by Angelo so Ed will have Owner's Name, Hometown, and Car Description.</p> <p>Ed Lucas begins Awards Ceremony promptly at 2:00 PM. As follows: Hagerty Jr Judges (Field only), Showcase Award (field only), Featured Motorcycle Collector (field only), and Featured Car Collector (field only).</p> <p>Ed then starts on Class Awards in reverse order stating with "Bicycles" 10 D, and working up by announcing for each class "Award of Distinction" (field only), "Award of Excellence" (field only) "Pirates Award" (podium run) and finally "Best of Class" (podium run).</p> <p>After all classes have been announced, the following podium run winners are announced in order: "People's Choice", Jr. Judge's", "Jose' Gaspar", "Chief Judge" and "Chairman's". Then after the applause..."Best of Show" Motorcycles, "Best of Show" Sports and finally...drum roll..."Best of Show" Classic</p> <p>At the end, presumably 4:00 PM, the cannon is fired (by Krewe?), some appropriate celebration music is played and the three TOP winners stay on stage for photos for appx 10 minutes before being released. Ed, Brando and Joanne thank everyone and say good bye until we see you all again next year, first weekend of December right here at beautiful TPC Tampa. 2. Ed announces the "Excellence in Class" first , if there is one in that Class, then "Award of Distinction", then "Pirate's Award" then "Best in Class."</p> <p>3. After all Classes have been announced, Ed then Announces the Hagerty Junior Judges, then the 5 Specialty Awards (People's Choice, Jr. Judge Award, Chief Judge Award, Chairman's Award, Jose Gaspar Award) then the Best of Show Motorcycle, Best of Show Sports, then last Best of Show Classic.</p> <p>4. At the end, which is presumably approx. 4pm, the cannon is fired and some appropriate celebration music plays, and the 3 vehicles remain on the podium for photos for approx. 10 minutes before being released. Ed, Brando and Joanne thank everyone and say goodbye and see you next year, same place, same weekend in December.</p>	Gary Wurmlinger
Auction	coordinate with FARA to have all auction items listed on FARA auction website as soon as they come in. Have auction items on display in Auction Tent on ridge Saturday 8am-3pm. Close auction at 3pm and text the winners to come pick up their items no later than 4pm.	Ruth Primeau
Awards Distr.	Class Awards (22 of them) in reverse order stating with "Bicycles" 10 D, "Pirates Award" (podium run) and finally "Best of Class" (podium run). "People's Choice", Jr. Judge's", "Jose' Gaspar", "Chief Judge" and "Chairman's", "Best of Show" Motorcycles, "Best of Show" Sports and "Best of Show" Classic . Fred & Karen hand the appropriate award to the pirate to give to the car owner. The car then proceeds to photo stop, where there is another pirate for the photo.	Fred & Karen Molis
Awards Line Up	assist the Class Hosts with informing and moving the Pirate Award winners , then the Best in Class award winners to the podium for their interview with Ed Lucas, as per the map supplied. Then move on to the photograph stop, then Pirate Award winner is sent back to original position in Class, and the Best in Class winner is lined up in the designated section to await the the Best in Show winners. Assist Best in Show award Winners to podium and keep all 3 for the finale photo.	Ron Martin

BOD	Get the BOD and Judges together for a photo at the stage area at 1pm	Joanne Pistorius
Class Host	Help guide your Participants to their parked area in their Class. Set up the sign on the sword with velcro tape. Show the Participant how to gently remove the sign at the end of the show to take home as a souvenir. Print your name and cell phone on the GCDE business card, and hand out to each Participant and the Judges as they come to your Class for judging. Make sure each Participant knows when they are being judged as they must be present. See if your Participants need water, and give them their lunch vouchers.	Jim Stock
Class Host Chair	makes sure all Class Hosts have a list of their Participants, have the lunch vouchers to give to Participants, business cards filled out with their name and phone number, cooler full of ice water, chair and umbrellas, flashlight for parking, instruct them on how to gently take the signs off the backing so Participants take their signage home with them. Class Hosts should also work with Awards line-up crew to make sure they understand how to direct their winners to the podium, and then to the photographers stop. 1st place in Best in Class will line-up up front beyond the bleachers, while 2nd & 3rd will return to their islands.	Jim Stock
Clean Up	3 volunteers on 2 flatbed golf carts set out the garbage cans in front of entrance/exit, mid-field, sponsors ridge, VIP Tent, food court, bar, toilets. Drive the field to collect filled bags and throw in designated TPC container throughout the day. Make sure you have enough replacement bags first thing in the morning.	Dale Mitchel
Decorations	decorate vip area, food court, golf carts, judges meeting room, Announcers Podium area, photographers space, restroom trailer	Maiken Stefany
Dragsters	work with Class Host, Harry Heuman, to organize Rumble d'Elegance just after the Opening Ceremonies at 10:30am, and ask Chuck Carroll to take a Class Photo on their island	Greg Sullivan
Exec. Dir. Admin	Greet each Participant with Rick Ivester to hand out medallions. Greet each Sponsor and Vendor and thank them for their support.	Joanne Pistorius
Exec. Dir. Auto	Meet with Ray Cutro GM and each Chairperson on Automotive Org. Comm. to be sure all is running smoothly (Trailer Parking, Judges, Awards Line-up, Class Host, Field Set-up, Golf Carts)	Brando Pistorius
Field Setup	Friday set up with Class flags on islands where cars will be placed, Car Signage posts. Saturday- cooler and chair set up for Class Hosts deliver by golf cart	Ron Martin
Field Tow Cart	be ready for any tows or breakdowns necessary by cars, help with moving handicap patrons around field	Kyle Musselman
Friday Tour	organize volunteers to clean park tables, prepare for distribution of lunches, decorate tables and surrounding area with beads, balloons, etc. Designate a lead car and a follow car to keep the tour as protected as possible from public interference.	Tom Toner Tour Team
GM	continually check with all activity on the field and with the Org Comm Chairpeople for the Automotive side to see that all is running smoothly	Ray Cutro
Goody "Booty" Bags	distribute black "Booty" bags to Concours Participants and Blue Cooler Booty Bags to Showcase entries, and Friday Tour entries. Distribute blue cooler "Booty Bags" on Sunday to entries. Contents come from sponsors, vendors, water bottle, sunscreen, bug repellant, fan. Include the Program with all "Booty Bags"	Pat & Kay Higgins
Hotels	stay in touch with the 3 hotels to be sure we have enough rooms blocked. Get our posters of the event in each lobby 2 weeks in advance, easels are in storage. Arrange Spring Hill Suites Judges Happy Hour (food decorations, etc) with volunteers Brian and Denise Darragh.	Jan Nelson

Information Tent	have volunteers distribute schedules of show, map of field to find restrooms, food, bar, classes, medical, charity, auction, fashion show, free ice cream	Eventfest
Judges	coordinate with Brad Bean and Brian & Denise Daragh that all judges have their ties, tie bars, lapel pins, hats, free vouchers for guest admission, know where to park and the shuttle schedule, other instructions and information	Angelo Rumore
Judges Assistant	Judges Tabulation sheet entries in excel, Denise to do People's Choice for Concours and Showcase	Brian & Denise Daragh
Judges Happy Hour	Jan reserve the room with Springhill Suites, arranges for tables and chairs, table cloths. Jan works with Brian and Denise to help with decorations, coolers full of water, beer, wine, ice, food pickup and set up, plates, cups, cutlery, napkins.	Brian & Daragh, Jan Nelson
Krewe	hand out beads to participants, hand out awards during awards ceremony, set off cannon at end of show.	Don Barnes
Logistics	check with all activity on the field and with the Org Comm Chairpeople for the Automotive side to see that all is running smoothly	Michael Marsilio
Marketing	Online Calendars (auto and local entertainment) tv & radio interviews, social media posts, trade and entertainment magazine articles	Tom Toner
Medallions	begin handing out medallions at 7am with Joanne to Participants, bring 2020 medallions and ask if they were registered in the 2020 event	Rick Ivester
Medical	stay on call with medical golf cart and medical kit from sun up to sun down on Saturday.	Allan & Penny Weinstein
Merchandise	stay with merchandise tent all day Saturday, instruct volunteers how to make sales with credit cards, maintain cash box with minimal cash, issue logo bags with every sale, do not take orders for merchandise we do not have in stock.	Bob Croslin
Parking- Front Entrance	Position yourself so no one can drive into the VIP/Sponsor/ Judge Parking Area without the proper Parking Pass, direct all others to the Steinbrenner Parking Lot	
Parking- GCDE	Position yourself so no one can drive into the Org. Comm., Volunteer Area, Krewe without the proper Parking Pass	
Parking- Public	Coordinate with other volunteers to have one person take cash, another take credit cards, another flag people towards parking areas.	
Parking- Showfield	Coordinate with other volunteers to have Concours and Showcase cars enter during allotted move-in times to the designated spaces on the field	Ron Martin
Parking- Trailer	one person stays at gate, send second person in golfcart to escort the truck & trailer to their designated space. Will have third person designated to take trucks & trailers back so no delays	Bob Moresi
Parking- VIP	Position yourself so no one can drive into the VIP/Sponsor/ Judge Parking Area without the proper Parking Pass	
Parking- Volunteers	Position yourself so no one can drive into the Org. Comm., Volunteer Area, Krewe without the proper Parking Pass	
Photographer Chairperson	designate which photographers are in charge of certain shots (sponsor/vendors, awards at announcer podium, awards at banner backdrop, vintage fashion show, entertainment, opening ceremonies, set-up, showcase, vip tent, etc	Chuck Carroll
Photos- Drone	take drone footage around the perimeter of the show field at noon time when the maximum amount of cars and motorcycles and attendees should be on the field, avoiding flying directly over the vehicles.	Mary Whitworth

Poster Distribution	ask shops to allow us to put our charity event poster in their windows for 2 weeks, and ask if they would like to give us their business card, we will add them to our list of shop supporters.	
Programs	Distribute Programs at key locations (Information Tent, Auction Tent, Merchandise Tent) and give to people as they enter the Concours. Remember to insert the People's Choice Ballot in the front page and tell people to put it in the box before 11am. The box is located at the Auction Tent and the Merchandise Tent.	James Bell
Registrations	Keep phone ready for any registration questions that come up on Concours day.	John Smith
Santa	Come to the VIP Parking area ready to be escorted into the 1922 Rolls Royce with the Grand Marshal. Have a bag of beads, gold coins, candy and dog treats to hand out to any kids. Say hello and hohoho when introduced!	Pat Higgins
Show Car Entrance	Volunteers queue up the cars in order of their move-in times	Dale Nelson
Show Car Greeter	Greet the Concours entrants, welcome them and ask them to get their "Booty bag" from the Goody bag volunteers	Dale Nelson
Social Media Posts	daily in November, with 3 boosts per week.	Eventfest
Storage	volunteers will be coming to storage to take inventory 10/31/22, load trailer week before event.	Dawn Wood
Storyboards	review final Concours Class List to be sure all signs are made for Participants. Send to printer by Nov. 10	Teri Schneider
Ticket Sales Entrance	Set up at Ticket Entrance. Divide volunteers into cash sales, credit sales, pre-sales A-M, N-Z.	Laurie Camp
Tours- Both	plan and execute the marketing of the Tour d'Elegance to Safety Harbor shops along Main St., Create Tour route, conduct drivers meeting, distribute lunches at Phillippe Park, provide lead and follow cars to maintain procession integrity with minimal public interference.	Tom Toner, Milt Roo
Video	video the Tour d'Elegance as it leaves Old Wheel Restorations and proceeds down Main St. Safety Harbor after lunch. Video the Concours on Saturday, including Best in Class awards, Vintage Fashion Show, Opening Ceremonies, FARA interview	Tony Venuto
Vintage Fashion Show	Gather judges for the Vintage Fashion Show, visit all cars on display to seek out anyone who has dressed in period correct clothing with their vehicle. Once you have finished all interviews, please send a copy of the list to the Judges Room so the car owners receive their extra points for dressing. At 12:50pm if/when there is a break in the Chorus, have Ed Lucas announce to all dressed participants to please come to the stage area no later than 1pm for the Vintage Fashion Show. Please text each contestant to come to the stage as well. Denise Hall introduces and thanks the judges of the Fashion Show. Ask Ed Lucas to interview each participant, regarding their vehicle and how their clothing has any special meaning in addition to the fact that it is period correct. (wearing grandma's fur coat, etc.) Award each participant a sash that says "Classic Guy and Classic Gal. Award the 3rd place, 2nd place and first place couples their designated prizes.	Denise Hall
VIP Tent Concierge	mingle with VIP ticket holders to see that everyone is happy and that everything is moving along as planned (food, beverage, free promo items for all, ample seating, etc)	Eventfest
Volunteer Refreshments	deliver donuts, coffee, water, juice on Friday morning at 8am, Saturday morning at 5:30am. Arrange for volunteer lunches to be delivered in specific area or volunteers get vouchers for food trucks. Make sure all coolers are filled with ice and free water at Class Host stations and volunteer tent area	Eventfest

Yard Signs	homes, and see if there are major intersections near where they live to put yard signs a week in advance of the show.	
Youth Activities	Lorelie and Amanda create a sheet filled with trivia questions taken from the contents of the car signs. Ask the announcer, Ed Lucas , to announce any kids 5-15 are welcome to join in the Yourh Scavenger Hunt, that they can meet at the Information Tent at 10:30am to get their Trivia Questions. Once the kids are assembled, give everyone some stickers/tatoos for participating, and let them know what the winners prizes are (hats, etc.) They must return with their answers by 12noon giving in at the Information tent to Lorelei or Amanda. Ask ed Lucas to announce the winners when possible.	Lorelei Partilla