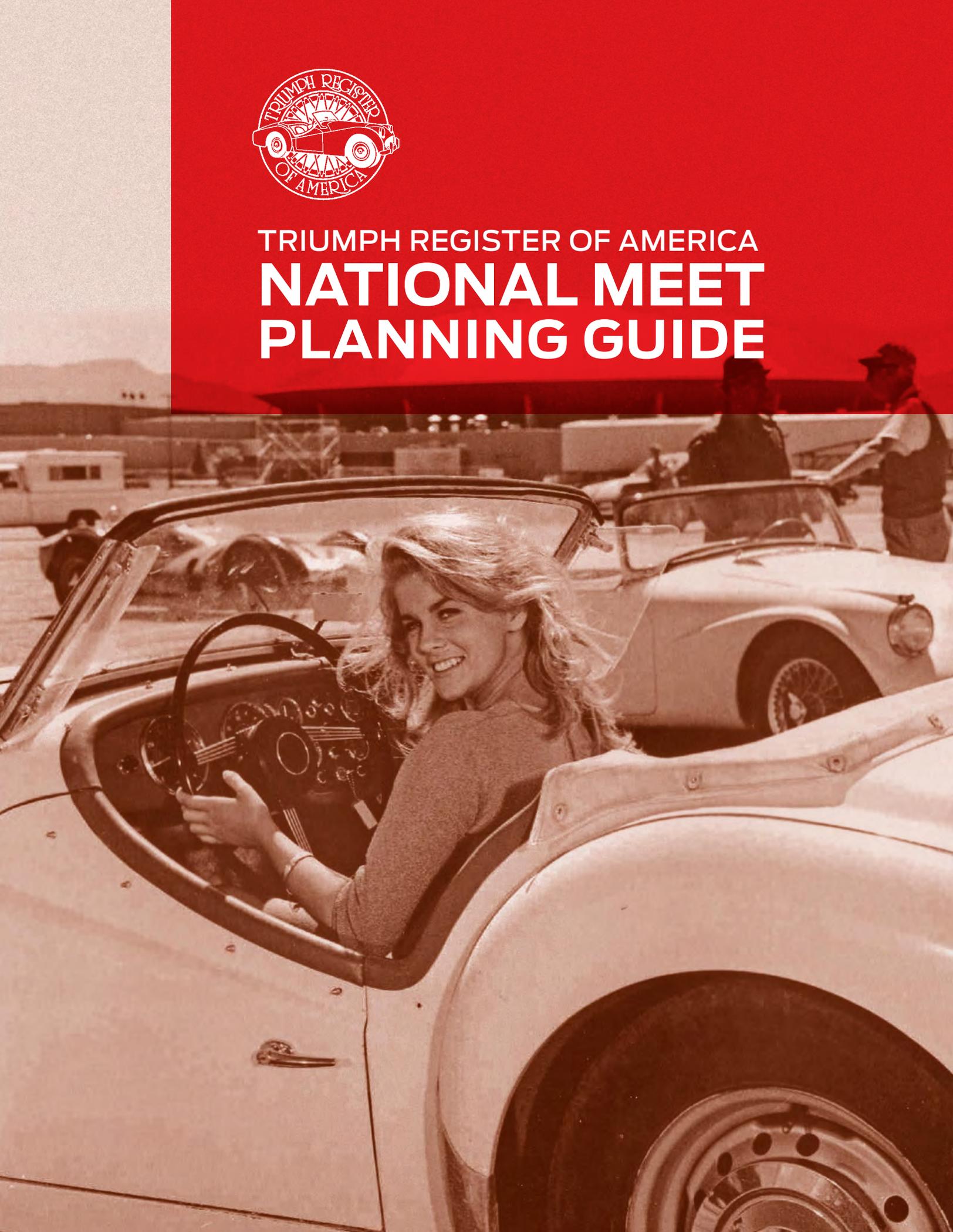




TRIUMPH REGISTER OF AMERICA  
**NATIONAL MEET  
PLANNING GUIDE**



# Table of Contents

<b>INTRODUCTION</b> .....	4
<b>PART ONE</b> .....	5
<b>Introduction and Requirements</b> .....	5
<b>Required Events</b> .....	5
National Membership Meeting .....	5
Concours d'Elegance .....	6
Judging School .....	6
Judging Support .....	6
Concours d'Elegance Awards .....	6
Awards Banquet .....	6
<b>Pre-Meet Announcements and Correspondence</b> .....	7
Petition to Host a national Meet .....	7
Establishing a Meet Date .....	7
Corresponding With TRA National Meet Coordinator .....	7
<b>Participants' Choice Car Show</b> .....	7
<b>TRA Support</b> .....	7
Seed Money and Hosting Center Profits .....	7
Insurance .....	8
Button Machine .....	8
<b>PART TWO</b> .....	9
<b>Introduction</b> .....	9
<b>Staffing</b> .....	10
National Meet Committee .....	10
National Meet Chairperson .....	10
Registrar .....	10
Events Coordinator .....	10
Publicity .....	11
Committee Meetings .....	11
How To Get Volunteers .....	11
<b>Planning</b> .....	11
Schedule Recommendations .....	12
National Meet Date .....	12
Site Selection .....	12
Contact TRA National Meet Coordinator .....	14
Artwork .....	15
Publicity .....	16
Initial Registration Forms .....	16
<b>The Budget</b> .....	15
Pre-Meet Costs .....	16
Meet Costs .....	16
National Meet Costs per Person .....	16

Setting Registration Fees and Determining the Breakeven Point.....	16
Profit.....	17
Balancing the Budget.....	17
Sponsors.....	18
<b>TRA Registration Materials.....</b>	<b>18</b>
<b>Some Thoughts Regarding Required Activities.....</b>	<b>19</b>
National Membership Meeting.....	19
Concours d'Elegance.....	19
Awards Banquet.....	19
Guest Speakers.....	20
Menu.....	20
Table Centerpieces.....	20
Seat Assignments.....	20
Awards.....	21
Entertainment and Media.....	21
<b>Some Ideas for Activities.....</b>	<b>22</b>
Technical Sessions.....	22
Self-Directed Driving Tours.....	22
Guided Tours.....	22
Rallies.....	22
Autocross.....	23
Funkhana.....	23
Tours.....	23
Welcome Reception.....	23
TR Olympics.....	23
Farthest Traveled.....	25
Contests.....	25
Autojumble.....	25
Pre-Auction Party.....	25
Auction.....	25
Local Center President's Lunch Meeting.....	26
Early Morning Run.....	26
Panoramic Photo.....	26
Farewell Breakfast.....	26
Others Events or Activities.....	27
<b>CAR SHOW.....</b>	<b>27</b>
Concours Support.....	27
Area for Judging School.....	27
Concours Setup.....	27
Judging Support.....	28
Participants' Choice.....	28
Other Awards.....	29

<b>SOME FINAL NOTES ON AWARDS</b> .....	29
<b>LESSONS LEARNED</b> .....	30
<b>APPENDIX A – SUGGESTED NATIONAL MEET PREPERATION TIMELINES</b> .....	32
<b>APPENDIX B – SITE SELECTION</b> .....	35
<b>APPENDIX C – PREVIOUS MEET LOCATIONS</b> .....	36
<b>APPENDIX D – SPONSOR AND PUBLICITY LIST</b> .....	38
<b>APPENDIX E – SUGGESTED AUCTION RULES</b> .....	40
<b>EVENT MANUAL REVISION HISTORY</b> .....	40

## **INTRODUCTION**

The TRA National Meet Planning Handbook has been created to assist TRA members and Local Centers with the planning and execution of a TRA National Meet. Hosting a National Meet is a serious undertaking that requires a great deal of effort; but it also provides a great deal of satisfaction when the task is successfully completed. It can also be a lot of fun.

This Handbook is divided into two Parts. *Part One* addresses the specific requirements that must be met in order to host a National Meet, and defines the respective relationships and responsibilities between TRA and those intending to host a National Meet. *Part One* is in essence, 'the law'.

*Part Two* provides a more expansive review of the hosting process, including the selection of a site, making a bid, negotiating with hotels, planning events, budgeting and staffing. While the suggestions and advice offered in *Part Two* are not strictly mandatory, they have been compiled through years of experience and are well worth review.

This Handbook is a living document. Each National Meet is in its own way unique. As lessons are learned, and new ideas tested and proven, they will be included in future editions of this Handbook.

# **NATIONAL MEET PLANNING HANDBOOK – PART ONE**

## **INTRODUCTION**

The hosting of an annual TRA National Meet is a rather involved affair that requires a lot of planning and careful execution. It is not, however, beyond the capabilities of most Triumph enthusiasts, so long as they understand what is required of them, and what assistance they can expect from TRA. *Part One* of this Handbook outlines these specific requirements and relationships.

## **REQUIREMENTS**

Hosting groups and Local Centers have deliberately been left a great deal of leeway in the planning and running of their National Meets in order that they might explore new venues, try new things, and make the most of their group's unique capabilities. This policy has worked well in the past, and has resulted in a variety of excellent Meet locations and fascinating events.

There are, however, certain requirements and conditions that must be met by hosting groups and Local Centers in order to run a National Meet. They aren't many, but they are essentially inviolate, as they have been either specifically enacted by majority vote at a National Membership Meeting, or established by the National Board in its capacity as a governing body.

### **REQUIRED EVENTS**

There are only three required events at a TRA National Meet: the National Membership Meeting, TRA Concours d'Elegance, and the Awards Banquet. The minimal requirements for each of these are outlined below. Further thoughts and suggestions that fall within the creative purview of the hosting Centers are appear in *Section Two*.

#### ***National Membership Meeting***

This annual Meeting is open to all TRA members and is directed by the TRA President and National Board. It should be held in a room large enough to accommodate all attendees and scheduled free of conflict at a time when the largest number of attendees is likely to be present.

#### ***Concours d'Elegance***

The TRA Concours d'Elegance is held under the direction of the TRA Chief Judge. The Chief Judge forms and trains the judging committees for each National Meet, but will require assistance in the gathering of materials, the location and the setup of the Concours field, and the location and setup of the judges' scoring areas.

TRA Concours d'Elegance contains seven classes: TR2, TR3, TR3A, TR3B, TR4/4A, Modified, and Premier. Each of these classes should have a separate area on the Concours field, although the distance between classes need not be any greater than that between cars of a given class. There should be enough room between cars to allow judges to move freely between them and to open and close doors without hindrance. See *Part Two* for further suggestions regarding Concours field setup.

**Judging School** - The Chief Judge typically hosts a Judging School during the National Meet which requires a secluded area suitable for 15-20 people. Typically this is a meeting or conference room. Judging Schools run for an hour or more. Hosting Centers should contact the Chief Judge prior to the meet to determine when the Judging School will be held so that accommodations can be arranged.

**Judging Support** - The calculation of scores is done as closely as possible to the Concours field without being within 'earshot' of the participants. The scorers will need tables and chairs for their work area, and possibly other supplies such as pencils and clipboards.

**Concours d'Elegance Awards** - The procurement of Concours awards is the responsibility of the host group or Local Center with the exception of the award for Best of Show. First, Second and Third Place awards must be available per class, with the exception of Premier, which is technically not a competitive Class. To qualify for a First, Second, or Third Place award in TRA Concours, entrants must achieve minimum scores of 90, 80, and 70 points respectively. Cars should not receive awards that do not reflect these scores, regardless of their standing in their class. In the event there are four cars in a class that achieve sufficient scores to qualify for an award, only the top three scores will receive them. For a more in depth explanation of TRA Concours Rules, review the TRA Judging Guide and Restoration Handbook or contact the TRA Chief Judge. The Modified Class, in that it is judged for Quality Points only, is not eligible for Concours Best of Show at this time.

TRA will present Gold, Silver, and Bronze Certificates of Achievement to each Concours participant, including those in Modified Class that score 90, 80, or 70 points respectively. Premier Class participants scoring 90+ points will receive a Gold Certificate. These certificates are separate from and additional to any Concours awards presented by the hosting group or Local Center.

The coveted TRA Concours d'Elegance award is the responsibility of TRA and will be ready for presentation at the awards banquet.

### ***Awards Banquet***

The awards banquet is usually held during the last evening of the National Meet. The menu, seating, and order of awards presentation are at the host group's or Local Center's Discretion.

## ***PRE MEET ANNOUNCEMENTS AND CORRESPONDENCE***

### ***Petition to Host a National Meet***

Once a hosting group or Local Center decides to host a National Meet, a representative of that group should inform the TRA President and National Meet Coordinator. A petition should then be submitted to the National Meet Coordinator containing the tentative dates, possible locations, and Meet events under consideration. Ideally, this petition should be submitted to the National Meet

Coordinator two years in advance of the proposed National Meet. The National Meet Coordinator will respond to the within thirty days of receipt of the proposal to notify the group of its acceptance or denial.

### ***Establishing a Meet Date***

The National Meet is to be held on the third full weekend in June. This date has been selected in the interest of providing the membership with a consistent date to set aside when planning their vacations. If circumstances compel a hosting group to seek another date to host their Meet, the alternate date and the reasons for the deviation must be presented to the membership at a prior National Membership Meeting for approval by majority vote.

### ***Corresponding with TRA National Meet Coordinator***

During the planning process, the National Meet Coordinator should be periodically apprised of any developments that occur during the planning of the Meet.

### ***PARTICIPANTS' CHOICE CAR SHOW***

The Participants' Choice show is normally held in conjunction with the Concours. The number of classes in Participants' Choice and the number of cars in each class is entirely up the host Center, so long ***as every Triumph registered has a reasonable opportunity to receive an award.***

### ***TRA SUPPORT***

TRA has assembled a significant experience base after many years of putting together National Meets. The National Meet Coordinator is available to assist hosts by sharing this knowledge, or by connecting them with others whose knowledge of certain issues or problems might be of greater benefit in a particular case. If you encounter a problem, don't hesitate to contact the National Meet Coordinator. He/she can connect your local center with the people who may be able to help.

In addition to advice, TRA has several items available to the host center that can make hosting the National Meet a bit easier.

### ***Seed Money and Hosting Center Profits***

TRA will *loan* \$1,000 to hosting groups or Local Centers to be used as initial working capital. The loan must be repaid as soon as possible after the National Meet finances have been finalized. If the hosting center so desires, they may consider splitting the profits with TRA. If a National Meet is hosted by a group of individuals as opposed to a TRA Local Center, 100% of the profits should be forwarded to TRA.

### ***Insurance***

TRA provides event insurance for the National Meet. Driving events are usually handled separately from stationary ones with their own separate fees and disclaimers. Proof of auto insurance should be required from registrants. A disclaimer should be on the Registration Form and the Meet Registrar should ensure the disclaimer has every adult registrant's signature. While this does not absolve liability, it does provide the basis for a defense. A typical disclaimer that has been used for past National Meets reads: ***"I and my heirs and assigns hereby release TRA, its officers, acting officially or otherwise, its members and center affiliates from any and all claims or actions of any injury, death or damage which may occur before, during or after the 2008 TRA National Meet."*** Obviously, use the current year.

If additional insurance is required, this cost will need to be taken into consideration when determining the budget for the National Meet. Contact the TRA President for more information.

***Button Machine***

If a hosting group or Local Center elects to use buttons as name badges at their National Meet, TRA can provide a purpose-built button machine on a loan basis. The host Center must provide their own supplies.

# **NATIONAL MEET PLANNING HANDBOOK – PART TWO**

## **INTRODUCTION**

While *Part One* of the National Meet Planning Handbook outlines the specific requirements of hosting a TRA National Meet, *Part Two* is meant to assist a TRA Local Center or individual TRA members in the actual planning and hosting of their Meet. This section is designed to be working guide and will give a general overview of the planning process. It contains a lot of information that has been gathered over the years and gives a good indication of what works and what doesn't. Potential hosts are strongly encouraged to review *Section Two* as well as *Section One* before committing to an offer to host a National Meet, particularly if they've never hosted one. While the sheer volume of information contained in this Section might at first appear daunting, please bear in mind that ***many of these ideas are merely suggestions***. Hosting members or Local Centers have quite deliberately been left with a great deal of flexibility to plan, schedule, and manage their National Meets in ways that best accommodate their personal or regional opportunities and requirements.

While it undeniably requires a great deal of hard work to host a National Meet, the efforts are more than compensated by the rewards of the experience. It can also be a lot of fun.

The Handbook will be updated as required and posted on the TRA web site. Also, notices will be placed in the TRA Newsletter when major updates have been made. If the reader has any hints, tips, suggestions, criticisms, or ideas, please contact the National Meet Coordinator (contact information is printed in the front cover of each TRA Newsletter).

## **Staffing**

### **National Meet Committee**

Before a group or Local Center pursues the idea of hosting a National Meet, they should have some sort of idea who will be responsible for the myriad tasks associated with such an effort. This might seem rather like putting the cart before the horse, but it's a fair bet that those most interested in hosting a Meet will be largely responsible for the outcome. These people will form the National Meet Committee. For planning purposes, the National Meet Committee doesn't necessarily require a large number of people; a small cohesive group can make most of the major decisions and recruit people to perform specific tasks that are deemed necessary later in the planning and execution processes. Each Local Center should operate as best fits its unique structure and capabilities. Some very successful Meets have been put together by just a few people working largely on their own, while others have been the result of large and dedicated Meet Committees recruited from established Local Centers.

One of the most successful organizational structures used in the past has been a relatively simple one with clearly defined areas of responsibility. The principal parties are but four:

### **National Meet Chairperson**

As the title suggests, the National Meet Chairperson is the person who will be responsible for keeping the planning and execution of the Meet going forward smoothly. The Chairperson should be the primary contact with TRA, and with the host motel, ultimately signing whatever contracts are required. The Chairperson should also be primarily responsible for the budget, working closely with the Registrar when registrations start coming in. It is quite common for the Chairperson to have his/her name on the Meet checking account; the daily operations of that account, however, should be the responsibility of the Registrar.

The Meet Chairperson should be a skilled leader and coordinator, as ultimately he or she will have to coordinate and possibly administer a large number of people performing various tasks simultaneously.

### **Registrar**

The Registrar is responsible for generating the registration materials, corresponding with registrants when the forms are returned, keeping track of regalia purchases, staffing the registration room during the Meet, issuing the 'goodie bags', keeping track of the Car Show entrants, and performing the daily activities associated with the Meet checking account. It's a lot of work but when approached methodically it's quite manageable and rewarding.

*Tip: typically one or two assistants familiar with the Registrar's method of operation are required to assist in staffing the Registration Room.*

### **Events Coordinator**

The Events Coordinator oversees the moving and non-moving events at the National Meet. Typical Events include such activities such as Rallies, Olympics, Breakfast Runs and the Car Show. The volunteers running each event should be assured that they have the resources to successfully complete their tasks. Communication with the TRA Chief Judge might also be required during the Concours.

## **Publicity**

The person in charge of publicity is responsible for advertising the Meet, and for soliciting contributions and/or promotional assistance from purveyors or other interested parties. The gathering of items for the 'goodie bags' is the most easily recognized responsibility of the person in charge of publicity

*It bears repeating that while the above organizational structure is not absolutely required and need not be so rigidly defined, years of experience suggests that something along these lines will likely result in a successful Meet. It can be easily adapted to the requirements of most any hosting group.*

## **Committee Meetings**

Although there are no fixed rules as to how often Committee Meetings should be held, once per month has worked well in the past. At first, only the people listed in required positions need attend. As the National Meet approaches, additional people will need to be brought into the planning process. Separate side meetings on specific topics can be held if required, and the determinations of those meetings presented to the entire National Meet Committee at the regularly scheduled meetings.

It's also a good idea for the National Meet Committee to visit the National Meet site once or twice. Walking the grounds and speaking with the hotel staff directly can provide a great deal of insight as to how the respective parties can get the most out of the property's assets. Questions are far more likely to arise while *in situ*, and are best solved with all parties present. Groups and Centers electing to host their Meet at a distant site might choose to spend the night at the hotel, taking their time to observe, plan, meet with the hotel staff, and sample the food and accommodations.

## **How to get Volunteers**

National Meets usually require 'worker bees' to help with a number of activities that occur during the Meet, such as staffing the registration room, helping to set up the Car Show, helping with or running the static and moving events, and stocking the coolers. A list should be generated with the tasks that need to be performed, and descriptions of what these tasks entail. Volunteers can then choose which task(s) they want to do. In the event of a shortage of volunteers, do not hesitate to ask people to help, as some might be reluctant to volunteer but more than willing to help if asked directly. It's also possible that attendees will offer to help on site during the Meet.

## **Planning**

### **Schedule Recommendations**

Ideally, the location of a National Meet should be selected a minimum of two years in advance to allow the hosting Center plenty of time to reserve hotel(s) and begin the planning of their Meet. A suggested base timeline is offered below:

#### **General Planning Item**

Determine National Meet Chairperson  
Select National Meet Committee  
Establish Meet Date  
Initial Contact with National Meet Coordinator  
Pick Site  
Start Promotions  
Registration Form Available  
Tentative meet Schedule of Events  
Awards ordered

#### **Suggested Date**

2 years in advance  
1 year in advance  
January before Meet  
January before Meet  
1.5-2 months before Meet

A more detailed suggestive timeline focusing on the planning stages within one year of the Meet may be found in *Appendix A*.

### **National Meet Date**

The National Meet is to be held during the third full weekend in June. Any deviations from this date must be approved by the membership at a prior National Membership Meeting.

### **Site Selection**

By the time a local center offers to hold a National Meet, it probably has a good idea where it would like to hold it. Some Centers have preferred to have the National Meet in their immediate vicinity, while others have opted to venture further from their immediate area. The logistical benefits of managing a Meet close to the 'home ground' of the hosts are obvious, particularly during the planning and staging of rallies and other driving events that require some familiarity with the terrain. Other factors such as the hosting Center's organizational capabilities and its relationship with the lodging facility must also be taken into account. Hosting an event 200 miles from home is certainly possible, however; some very fine Meets have been held at such distances away from the host groups' areas when they realized that the additional logistical burdens they faced were more than offset by the appeal and benefits of their selected locations.

A brief summary outline of factors to be considered in selecting a Meet site is provided in *Appendix B*

**Room availability and rates for the third weekend in June** - The number of registrants at TRA national Meets can vary from year to year, but historically 65-100 rooms are required. Room rates should be in the \$100/night range or less but this is certainly not written in stone. Members will pay more for a stay in a better property, and will be disappointed by a poor one at any price. The old adage about getting what you pay for is quite applicable when selecting a National Meet site.

*TIP: Make sure you understand when rooms from your block are returned to the hotel. Also, you should not sign a contract that changes the room rate if a certain percentage of the room block is not used*

**Banquet/meeting facility costs** - Facilities should be set aside for a registration room and for tech sessions. Some hotels charge for meeting rooms, audio visual equipment and podiums. This is often negotiable and in any case should be taken into consideration when selecting hotels as it could affect the Meet budget.

If you are planning to hold an auction, it will require a fairly large room with several tables.

A banquet facility should also be available for the awards dinner. Banquet costs can vary, but typically range from \$25-\$35 per plate.

*TIP: You should not have to put a deposit down for banquet facilities at the time of contract signing. You might be requested to pay 50% a month before the event. Also, ask what the hotel's policy is regarding guests bringing their own snacks and drinks into the meeting rooms. Some hotels do not allow this.*

**Americans With Disabilities Act facilities** – Some attendees have special needs, and might require handicapped accessible rooms and other accommodations. It's usually a good idea to inspect the rooms designated by the hotel as wheelchair or handicapped accessible, as hotels can be rather inconsistent in their interpretations of the statute.

**Road access** – The hotel should be close to interstates, highways and country roads.

**Fuel** – There's a lot of driving associated with a National Meet. Access to a couple of gas stations in the immediate vicinity of the host hotel is advised.

**Food** - There should be a good selection of fast food and sit down restaurants close to the host hotel, especially if the hotel does not have a restaurant on site.

**Driving events** - Good, paved roads are required for the driving events. The hotel should have easy entrances and exits. If a left turn from the hotel is onto a busy road or there are any other site obstructions such as bushes, signs, etc., that impair entrance and egress, you might want to think about how safe it will be for caravans entering or exiting the hotel.

**Car Show preparation area** – There should be an area set aside during the National Meet for registrants to clean their Triumphs. This should be available as early as possible during the Meet, as some folks like to clean their cars soon after their arrival, particularly if they had the misfortune to travel in inclement weather. A water source will be required, preferably with a hose. Car wash soap and wash towels will also be necessary; registrants normally bring their own drying towels, wax and other detailing impedimenta. Expect the most activity to occur during the hours leading up to the Car Show.

**Car Show space** - A large parking lot or grassy area will be required for the Concours and Participants' Choice shows. Grass is *highly* preferable. Also a shady area for judges and participants is highly recommended. A more detailed description of these requirements can be found in the Car Show section.

**Parking** – The host hotel should be willing to set aside a specified area to be used exclusively by National Meet attendees. In addition to the logistical advantages, this provides for a sense of inclusion and security. The parking area should be well lit, near the block of rooms set aside to the Meet if possible, and clearly marked by cones, flags or other types of barriers.

**Space for trailer parking** - Quite a few spaces for trailers might be required. Often hotels will prefer that this area be as isolated as possible. This area should provide sufficient room for trucks/trailers to maneuver freely, and for cars to be loaded and unloaded.

*Tip: Make sure that the registration form includes some method of determining how many trailers will be expected at the Meet to better allow for parking accommodation.*

**Attractions/Activities** – Things to do and places to go.

**Security** – Some level of security is advised for the cars at night. Many hotels will provide in-house security at no cost. If the hotel cannot provide security, and there seems to be a need for it, ask the hotel staff if they can recommend a security company, or perhaps reconsider the suitability of that hotel as a site for a National Meet. While it might be possible for the host Center to provide their own security, it is a far less desirable solution.

**Vendor space** – An easily accessible area for vendors should be available. Usually this is part of or adjacent to the car show site.

Compile a list of possible hotels and services. Visit each hotel and ask to see several guest rooms, meeting rooms and banquet rooms. Particular attention should be paid to the condition and cleanliness of the rooms and meeting areas. If time allows, order from the hotel's restaurant to sample potential banquet entrees. This might not necessarily indicate the quality of service that will be received at a banquet, but it will offer an idea as to the quality of food offered by the facility, and the competence of the kitchen and serving staff.

After determining which properties are available in June, compare them to determine which property best suits the requirements of hosting a Meet. The best candidate should serve as the Meet site or host hotel, with the next best candidate or an adjacent hotel serving as an overflow hotel. Once your proposal has been approved by the National Meet Coordinator, request contracts from the hotel sites selected.

When talking to potential host hotels, bear in mind that most everything is negotiable. Don't hesitate to ask for items to be provided at no cost, such as non-alcoholic drinks with any meals. Hotels make out very well by hosting conventions and any reduction of the overall cost of the Meet can positively affect the Meet budget and the cost to attendees.

*TIP: Some hotels provide a compliment room or suite for booking the Meet, and others will provide a complimentary room for every so many rooms actually reserved.*

See Appendix C for a list of previous National Meet locations.

### **Contact National Meet Coordinator**

Once a group or Local Center has decided to host a National Meet, the Meet Chairperson should contact the National Meet Coordinator and/or the TRA President to inform them of their desire to do so. As stated in *Part One*, A petition should be presented to the National Meet Coordinator proposing the tentative dates, possible locations, and any interesting events planned. In the event that multiple petitions are submitted for a given year, the National Meet Coordinator will choose the best one for the National Meet. Once a petition has been accepted, the National Meet Coordinator will be available to assist the local center with their planning and preparations if requested.

### **Artwork**

If you know someone with artistic talents, have them draw up artwork for the event logo. If you don't know anyone, contact the TRA Newsletter Editor to create a design. The logo can then be used for T-shirts, event manual covers, promotional flyers, etc.

### **Publicity**

This should commence as soon as possible after the current year's National Meet has been held. An article should be drafted and submitted to the TRA National Newsletter Editor for the next issue of the Newsletter announcing and generally describing the upcoming National Meet. Other promotions that focus on national publications can be done as the National Meet time draws close, although some magazines require lead times of several months to publish events.

*See Appendix C for a list of publications and purveyors that might agree to promote a National Meet. This list is by no means exhaustive and is of course subject to the effects of time...*

### **Initial Registrations Forms – Content, Timing and Confirmation**

Plan to include basic information in the fall/winter edition of the National Newsletter. The actual registration forms must be submitted to the Newsletter Editor in time to be included in the January-March Newsletter timeframe (check with the Newsletter Editor for the exact time). A tentative

schedule of events should be included so that attendees can plan their arrival date accordingly. Once registrations begin arriving, it is good practice to confirm the registrations. Registrants that provide an email address should be sent an email confirming receipt of their registration and providing their registration number. For the registrants that don't provide an email address, the US Post Office sells plain, pre-stamped post cards that are excellent for confirmations.

*TIP: Registration is normally for each vehicle. There is no charge for additional names on a registration.*

## **The Budget**

Planning the budget is one of the most critical elements of hosting a National Meet. Understanding what expenditures will be required to host the Meet, and what income will be required to offset these expenditures is absolutely necessary to ensure financial success for the hosting group or Center. Ideally, a hosting Center will have some sort of profit to show for their efforts, and individuals hosting a Meet will at least avoid suffering economic loss. Effective planning will insure that these goals are satisfied without having to resort to high registration fees or a reduction of other benefits to registrants.

The National Meet Committee should discuss and put together an initial budget as soon as practical. It is important that everybody knows how much money each Committee member charged with a specific responsibility has to work with and the assumptions behind it. Updates will likely be required as more definite price/income figures become available.

A good cost estimate is mandatory to run a good National Meet. You must know the costs in order to set the fees for registration and events and to insure that the host center doesn't go into debt. There are essentially three types of costs:

**Pre-Meet Costs** - Pre-Meet costs are those that are incurred before a single registrant sets foot at the National Meet. These must be covered by the National Meet budget before the National Meet starts, possibly before money is received from registrations. Consider the following: advertising, postage, printing, artwork, supplies, dash plaques, etc. Keep in mind that sometimes you can get discounts by ordering dash plaques and trophies together from the same company.

**Meet Costs** - These are costs that are incurred during the National Meet, but really can't be charged individually. These items range from beverages and munchies for the Registration Room, National Meet, Car Show, and Auction, to soap for the car wash station. These costs are usually combined with the Pre-Meet Costs to arrive at a registration fee.

**National Meet Costs Paid per Person** - The most familiar of these is the banquet. Others include regalia, planned meals, and special tours that can be noted separately on the registration form for elective participation.

*Tip: Whatever items the host Center decides to sell should be identified on the registration form and pre-ordered and paid for at the time of registration. This will assist the hosts in ordering regalia and knowing how many people will be attending any dinners or special events.*

**Setting Registration Fees and Determining the Breakeven Point** - The financial breakeven point for a Meet can be estimated by the registration fees. Registration fees are usually determined by the amount of overhead (pre-Meet and Meet Costs) a host center has to cover to host a National Meet. Registration fees do not include any events or dinners to be paid for

individually by registrants or regalia sales. Thus all Pre-Meet publicity, planning and staging costs (such as dash plaques), site charges for meeting rooms, complimentary and courtesy items (such as coffee, soda and munchies in the registration room and meetings) as well as any other miscellaneous charges and expenditures known beforehand should be accounted for when determining the registration fee.

One simple method of calculating registration fees based on a breakeven point is to add up all of the known overhead costs and expenses together, plus an additional 20% to cover unknown or unspecified charges, then divide the total by 80% of the estimated number of registrants. The number of registrants can vary considerably but 60-75 cars are about the norm. Registration fees can thus vary as well, but typically run from \$65 to \$100.

Registration fees should also be set to a tiered structure, with early registration being discounted. This encourages people to register early. As membership to TRA is required to register for a National Meet, non-TRA members should be charged an additional amount to cover the cost of an annual membership to TRA. The TRA Treasurer and/or Membership Chairperson should be notified of new members in a timely manner so they can begin receiving their Newsletters without delay. The registration form should clearly indicate that the additional charge includes a one year membership to TRA.

**Profit** - Once an estimated breakeven point is determined, the potential for profit can be explored. Here an obvious balance between what the hosts desire to make and what the registrants will be prepared to pay must be achieved. Looking through past registration forms can provide an historical review of past registration fees, but can't offer much information regarding the costs that were factored into those fees. Past registration forms, can however, offer some guidance as to what registrants will pay for regalia or other purchased items. Even when allowing for inflation, variation in the quality and type of regalia offered, and the prices charged by different suppliers, it's a fair bet that registrants will purchase 'traditional' regalia items at 'traditional' prices. Don't get overly fancy or greedy, and a profit of 10-20% can be expected on regalia items.

The banquet and other dining events paid by the registrants individually but booked in advance are both potential profit makers, albeit on a lesser scale. Rounding up the cost of the banquet to a more easily computed figure is an established procedure. As an example, a banquet ticket costing the host Center \$33.27/plate might be sold at \$33.50/plate. There might be some room to further raise the cost of the banquet if the food is aggressively priced but remember that people are most disappointed when they feel they were unnecessarily overcharged, particularly by their friends!

*Tip: Be certain that the cost of tax and gratuity is accounted for in pricing the banquet; while some hotels include this in quoting the price per plate, others do not.*

Income can also be generated by selling advertising space in the Event Manual. Again, charge what you think the market will bear - \$10 for a business card, \$25/half page, and \$50/full page are some suggested charges.

The auction has almost always been a good money raiser for National Meets. That being said, there is really no way to estimate how much income an auction will generate. A good selection of items and a generous audience can result in a very lucrative evening. Having beer to lighten the mood and loosen the purse strings is a near must for these events. The established split of profits is 80/20, with the individual that donated the part getting 80% and the host center getting 20%).

*TIP: As of this writing, Nino Richards and Bruce Clough are highly recommended auctioneers. Detailed auction rules can be found in Appendix F.*

### ***Balancing the Budget***

Close attention must be paid of income and expenditures to ensure that the National Meet is on budget. Typically this is best handled by the Meet Chairperson, the Registrar, or both working in conjunction. It is highly recommended that Local Centers set up a separate bank account for the National Meet to avoid co-mingling of National Meet money with the everyday operating funds of the club. This account should be set up at the time that TRA hands over the Seed Money. Both the Meet Chairperson and the Registrar could be on the bank account, although this is entirely at the discretion of the host Center.

### ***Sponsors***

Sponsors can be of great assistance in providing advertising, door prizes, table decorations, and 'goody bag' stuffers such as catalogues and windscreen placards. Don't be bashful to ask for help; most will be happy to do so if you just ask. The Sponsor List can be found in *Appendix D*, but we'd like to mention a few of the 'biggies' here.

#### ***THE ROADSTER FACTORY***

The Roadster Factory has been providing a traveling parts display at each National Meet for many years. They have also agreed in the past to bring parts previously purchased by attendees. In order for The Roadster Factory folks to plan effectively, please bring them into your National Meet planning at least a year in advance. Contacts are Charles Runyon or John Swagger at (814)444-4423. The Roadster Factory usually donates parts for the auction.

#### ***MOSS MOTORS***

It is Moss's policy not to send money, but they will send door prizes and possibly buy ads in the Event Manual. They can also provide goody bags and window placards.

#### ***VICTORIA BRITISH***

They have provided catalogs and some door prizes for past National Meets.

#### ***BRITISH CONSULATE***

National Meet Committees are always searching for things for table decorations, registration pack stuffers, and door prizes. Many things can be obtained by writing the nearest British Consulate. They've provided Union Jacks, UK tourist info, and other interesting items to prior Meets. British Consulates are in New York, Washington DC (Embassy), Chicago, Los Angeles, Cleveland, and other major US cities. The best way to find the one nearest you is probably to call the UK Embassy or check on the internet.

### ***TRA Registration Materials***

National Meet attendees should be provided with a Registration Packet that should be available for pickup when they first arrive in the Registration Room. There are several items that should be included in the Registration Packet.

***Meet Manual*** - This has evolved over the years into a pretty sophisticated document. Typically assembled in a loose leaf binder or spiral bound, the Meet Manual includes the most important Meet information such as schedules, maps, auction rules, and a roster of the event staff. Meet Manuals are also potential sources of advertising income.

Additionally, the Registration packet might contain:

Banquet Tickets  
Vendor or Sponsor Freebie(s)  
Early Registration Freebie(s)  
Schedules, both large and pocket sized  
Participants' Choice Ballots  
Buttons or name badges with lanyards

Vendor Promotional Material  
Special Event Tickets  
Auction Rules  
Windscreen Placards  
Purchased Meet regalia

## ***SOME THOUGHTS REGARDING REQUIRED ACTIVITIES***

As noted in *Part One* of this Handbook, there are only three events that must be held during a National Meet – the National Membership Meeting, TRA Concours d'Elegance, and an Awards Banquet. Some potentially helpful thoughts regarding these events are listed below.

### ***National Membership Meeting***

As the annual TRA National Membership Meeting presents the one real opportunity for TRA members to discuss club matters in a closed and personal setting, it should be scheduled for a time when the greatest number of attendees is likely to be present and there are no conflicts with other scheduled events or 'self guided' activities. Many hosts have elected to schedule their Membership Meetings immediately prior to their Auction or Pre-Auction Party, and have had beer, sodas and munchies intended for those later events available during the Meeting.

Other possibilities include an evening after a scheduled dining event, or mid morning on Friday or Saturday.

### ***Concours d'Elegance***

The Concours d'Elegance has been invariably held during the Car Show, in conjunction with the Participants' Choice show. Suggestions will be included in the Car Show Section below.

### ***Awards Banquet***

As the 'crowning' event of the Meet, the Awards Banquet should be held on the last night. The following is a suggested timeline for the banquet. It is of course subject to alteration.

6:00 – 7:00 Cocktail Hour (cash bar)  
7:00 – 8:00 Dinner  
8:00 – 9:00 Awards Presentation  
9:00 - ? Entertainment

***Guest Speakers*** - Over the years, some hosting groups have elected to engage various notables to speak at the Awards Banquet. This is usually scheduled immediately after the dinner and before the presentation of awards. If the speaker requires payment, be certain to include this in the budget.

*Tip: Speakers are usually Triumph enthusiasts who will often accept a room, Meet registration, banquet tickets or some combination thereof as full or partial payment for their services. If their expertise is technical, or otherwise likely to be 'dry' for a mixed audience in a banquet setting, consider scheduling them for a tech session instead.*

**Menu** - As one might expect, opinions vary as to what sort of menu is best for a banquet. The majority of attendees have favored a buffet setting over a served meal in the past. Buffets do tend to offer more food for the money, so long as the food is of sufficient quantity and shortages do not occur. Typical menus include beef, chicken or fish, a combination of veggies, potatoes etc. and a selection of desserts.

*Tip: There might be vegetarians attending that require accommodating.*

Banquet tickets have varied in price over the years. The lower priced banquets have run in the \$20-25/plate range, with the higher priced ones at or near \$35/plate. This is another area where hosts are encouraged to use their own discretion. Negotiate as best you can, but don't sacrifice the quality of the meal.

*Tip: Please bear in mind that some hotels include gratuities and tax when quoting banquet pricing and others do not.*

**Table Centerpieces** - Some hotels will provide a minimal decoration at the center of the banquet tables as part of the banquet cost per plate; others might require an additional fee. Often In the past, hosting groups or Local Centers have avoided mediocrity or additional charges by providing their own centerpieces, either by accepting donations from benefactors such as their local British Embassy, or creating their own. Some of these 'Local Center creations' have been both unique and beautiful.

*Tip: If centerpieces are particularly unique or attractive, consider giving the entrants seated at each table a chance to take them home in the form of a lottery. A small paper tab or something similar can be taped to the bottom of one chair at each table. At some point during the awards presentation, the lottery is announced, and the winner determined by who was lucky enough to sit in that chair.*

**Seat Assignments** - The arrangement of banquet tables is entirely subject to the discretion of the host Centers. The size and configuration of the banquet room is usually determinative. Often In the past, a 'head table' has been set aside for the TRA National Committee and their families. Typically this is a long table at the front of the room which has also served as a rest for a podium.

*Tip: If possible, draw a map of the banquet seating arrangement and place it in the registration room, preferably on an easel. Registrants can then select where they wish to sit by writing their names on lines within the 'tables', on the 'seats', or adjacent to the 'tables'.*

**Awards** - The presentation of awards follows the dinner, and is usually the last scheduled event of the Meet. The order in which the awards are presented is entirely up to the host Center, although many prefer to present the Concours d'Elegance awards last. Concours awards should be presented by the TRA President or Chief Judge.

The design of the awards has quite deliberately been left to the hosting groups or Centers in the interest of artistic freedom and utilization of available resources. The most common awards are plaques, plates and ribbons, although a variety of interesting and creative awards have been presented in the past. Some hosts have presented cash awards or gift certificates for moving events in lieu of the above.

Some hosts have elected to have their Concours awards personalized, usually by engraving the awardees' names and placement along with the title of the event on the award. As personalized awards usually cannot be presented in their final form at the banquet, personalization eliminates

the wastage that occurs when pre-purchased Concours awards remain unused. Personalized awards also offer a touch of specificity and class that more generic awards cannot. The downside is that personalizing awards is more expensive, and the completed awards must then be mailed to the recipients after the Meet. This adds further to the cost, and the ensuing delay might be disappointing to some recipients.

One possible compromise is to present awards designed to accommodate a brass plaque or similar attachment that can be inscribed with the recipient's name, class, placement, and any other required specifics that can be mailed to the recipient upon completion of the inscription. This allows the recipient to take home the award at the conclusion of the Meet.

*Tip: If you elect to personalize your awards, have examples available during the banquet. This will give the awardees some idea as to what they will receive, and will allow photographs of the awardees to be taken with something in hand.*

**Entertainment and Media** - During the cocktail hour and dinner, pictures taken during the Meet can be shown via a PowerPoint presentation. This will require a data projector and screen. It's also possible to take pictures of the cars during the Meet and have them displayed on the screen as their owners are called up to receive their awards.

DJs and bands have been engaged to provide music at Awards Banquets in the past. DJs are cheaper and can offer a wider variety of music than most bands, but they are usually less spontaneous and potentially less exciting. Hosts should use their discretion as to what sort of music to play, but traditionally a mix of 'oldies' has been the best received.

## **SOME IDEAS FOR ACTIVITIES**

**Technical Sessions** - Technical Sessions should focus on procedures, advice, and other technical matters that interest Triumph owners. The most effective tech sessions address the types of maintenance, repair and restoration procedures that can be performed by the average Triumph owner without a great number of tools or materials which can be clearly demonstrated at a National Meet in a reasonable amount of time. Past examples include control head repair, front and rear suspension rebuild, transmission repair, and side curtain restoration.

Other topics of information affecting Triumph owners can also provide the basis for successful Tech Sessions. In the past, these have included chroming procedures, the use of the English wheel, and the formulation and proper use of wax.

*TIP: Contact the TRA Technical Advisor for tech session suggestions. Also, plan on having the National Meet Chairperson or Committee member introduce anyone presenting a Tech Session.*

*TIP: While technical Sessions can be held for any time during the Meet, try to schedule them at a time that is free of conflict with other events.*

**Self-Directed Driving Tours** - Self directed driving tours have become very popular at TRA National Meets. As open scheduled events, Self Directed Tours allow attendees to enjoy the local countryside at their own leisure while in route to interesting destinations. Choose good, paved roads for the routes, and provide very explicit directions in the Event Manual and/or as separate flyers or pocket maps. An alternate return route might be included.

**Guided Tours** - As one might expect, these tours differ from the above in that they are directed by members of the host Center. Normally scheduled at a fixed time, Guided Tours are effective methods of getting attendees to drive their cars to a given location at a specific time. Past examples include tours; canoe/rafting trips, historic train rides, manufacturing plants, museums and racetracks. If the welcome dinner is to be held off-site, it might serve to combine it with a lead-in tour.

*TIP: As the title suggests, a guide car should lead the caravan of cars. Participants are thus free to enjoy the scenery without fear of getting lost. There might be a need for additional volunteers to assist caravan cars through busy intersections or whatever else might be required to ensure the safety of all participants. A 'sweep' vehicle should follow the caravan by several minutes in the event someone breaks down or becomes separated from the group.*

*Tip: If the group is expected to be large, consider breaking it into smaller sections to reduce the chance of road drama.*

**Rallies** - Rallies are traditionally "gimmick" rallies, held during an afternoon. Gimmick Rallies are greatly preferred over Time, Speed, and Distance (TSD) rallies, because without the focus on speed, they are safer, less intimidating and more fun for the beginner. *Liability must always be considered when planning any moving event.*

Usually there is only one rally held during the National Meet - but this isn't a rule. Limit the length of the rally to a distance that won't discourage attendees from participating for fear of missing other events they wish to prepare for or attend.

**Autocross** - There hasn't been a big desire for an autocross, and Local Centers are quite frankly discouraged from having them. These events require a great deal of work, and create logistical challenges that are typically beyond the means of TRA Local Centers. Competitive rolling events will require additional insurance beyond that provided by TRA. If a host Center is set on running an Autocross, they should contact their local SCCA region (ask for their SOLO committee head).

**Funkhana** - Funkhanas are timed events over closed courses, like autocrosses, but are far less focused on sheer speed. They are therefore less regulated and dangerous. Rather than an all out dash through a course laid out with cones, funkhanas include diversions (blindfolded drivers, dart games, etc) that make them 'fun' events (thus the name). Remember to keep the distances between obstacles short to reduce speeds. Use your imagination to set up challenging events for the participants, and funny events for the audience (funkhanas can often be more entertaining for the audience than for the participants).

**Welcome Reception** - Held either the first or second evening of the National Meet, this is just a mixer to let people get reacquainted, catch up with friends they haven't seen since last year and meet new TRA members. The possibilities here are many: snacks/drinks, pizza, enormous subs, picnics or just about anything else the budget permits.

*TIP: Usually the registrants are not charged for this reception.*

**TR Olympics** - The TR Olympics consists of several games. Not all games have to be held at each National Meet; which games are held and how many are entirely up to the individual host Center and dependent upon the number of volunteers available to run the games. Awards may be given for Individual games, or for aggregate performances in the entire Olympics. An overall winner can be simply calculated by a simple three point system (3 points for First Place, 2 points for Second, and one point for Third)

Awards for the Olympics are at the discretion of the hosting Center, and have varied from traditional plaques and ribbons, to gift certificates and cash.

### ***Crank Start Contest***

The participant is timed from a sitting position on how long it takes him to crank start the car and drive 10 yards. It requires 2-3 people to run and requires a stopwatch, paper, ruler, and marking chalk to set-up and run. The sequence of events for a typical run is:

1. Start with crank in hole, person in car, door closed, car out of gear, and hand off of the ignition.
2. Given the command "go", the entrant turns on the ignition, jumps out of the car, crank starts it, jumps back into the car, closes the door, and then drives 10 yards.

### ***Spark Plug Changing Contest***

Contestants line up 10 feet from a table. On the table are several heads with spark plugs inserted. On a signal, the contestants run to the table, remove the plugs, reinsert them, and then run back to the starting line. The fastest time wins. This requires several heads with spark plugs, spark plug wrenches, a sturdy table, a stopwatch, and two people to run the event.

### ***Fan Belt Toss***

Contestants toss a fan belt and try to land it around a water pump pulley from a distance of 10 feet. This event is popular because it can be done inside at any time during the National Meet, and can be done by kids. It takes as many belts and pulleys as one wants to put out and requires only a few people to operate it.

### ***T-Handle Toss***

Similar to the Fan Belt Toss, contestants are given a coach key (T-Handled Key) to toss into a Triumph door pocket 8 feet away. Contestants get six throws of the key. Scoring is as follows: 3 points for putting it in a pocket, 2 points for leaning against the door, and a point for touching the door. Required supplies include as many door panels with pockets as the host center desires with three keys per door.

### ***Turkey Shoot***

Here the contestants have six throws to hit MG pictures of various sizes with rubber darts. The smaller the picture, the greater the points awarded. Contestants stand eight feet from a window with the pictures attached to the other side (providing a surface for the darts to stick to). This event is suitable for all ages.

### ***Radiator Fill***

Contestants have 30 seconds to get as much water as possible into the radiator from the bucket using the beaker. The bucket must remain on the ground. At the conclusion of the allotted time, they must open the petcock, drain the water into the beaker, and measure the results. The results are then compared to determine who got the most water into the radiator.

Required equipment includes one radiator mounted vertically with no cap and a functioning petcock, a bucket of water, a small cup, and a glass beaker for measuring the water. Only one person is required to measure and fill in the data sheet.

*Tip: The radiator should be filled and drained first so that the beginning water level is the same for all contestants.*

### **Idle Threat**

This is a moving event with the opposite goal of an autocross in that contestants attempt to drive as *slowly* as possible through an obstacle course. There are a few rules.

1. The car must remain in one gear and the driver must not touch the brake, choke, clutch, handbrake, or accelerator pedal during the entire run. The car must remain in continual motion.
1. Straying off course, using any of the pedals or other banned controls, or stalling the car will subtract time from the run. The drivers can set the idle speed of the engine prior to a run. At a past meet, the course was set up in a sloping parking lot which made the runs interesting.

**Farthest Traveled** - The Registrar will be able to determine who traveled the farthest by reviewing the list of registrants and comparing the distances from their homes to the host hotel by using an internet site such as Rand McNally or Mapquest.

**Contests** - TRA has held several contests besides those just listed. They include model, craft, photo and drawing contests. Winners are chosen by popular vote, but outside judges have been used upon occasion.

- Model Contest: entrants bring in TR2/3/4 related models for judging.
- Photo Contest: entrants bring in TR2/3/4 related photographs for judging.
- Drawing Contest: same as (a) and (b) except the items to be judged are drawings (including cartoons) of TR2/3/4s.
- Craft Contest: Crafts pertaining to TR2/3/4s are judged.

A display area is required to set these items up. Usually it's by the registration table to ensure that National Meet registrants get a chance to look at the entries. This should be indoors to get away from the elements. A ballot box should be kept close by, with the contests ending in time for the ballots to be counted before the banquet. Ballots should be included in the 'goody' bag.

*TIP: Success of these events depends on their being well publicized before the National Meet so that participants know to bring their items to the National Meet.*

**Autojumble** - One of the neat aspects of any National Meet is the ability of the registrants to buy "good, used parts" from vendors, other registrants, or the neighbor with a garage full of old TR parts in the Autojumble. The TR Autojumble should open as early as possible and stay open as long as the vendors think they'll do business. Charging a fee is optional. If you choose to charge a fee, make it minimal, say, \$25. A word of caution - some states will require that vendors fill out tax forms. The vendors should be responsible for reporting any taxes. Always coordinate the Autojumble with the National Meet site representatives to make sure that it is set up in an appropriate place.

**Pre-Auction Party** - Held immediately before the auction, this gathering offers the attendees the opportunity to view the auction items. Beer and munchies should be provided by the hosts to loosen the purse strings. These costs should be factored into the budget and registration fees.

*Tip: The pre-auction party should be scheduled to start an hour before the auction. This gives the attendees plenty of time to arrive at their leisure and settle in for the auction.*

**Auction** - As was mentioned previously, the auction is a fun way to make money. The auction always proves to be very entertaining, and normally features some interesting and unusual items. The auction is truly the greatest potential source of income for the entire National Meet. To staff the auction, you need someone to catalog and collect the parts before hand. The staff at the auction should consist of at least two auctioneers, a couple of parts handlers to display them to the crowd, and a minimum of two people to keep track of who bought what and for how much.

*TIP: If you are not sure how to keep track of auction items and who sold/bought what, ask the National Meet Coordinator for a referral to someone who has handled this at past National Meets. MS Access and Excel are two great tools that can be used. Someone who has done this before may be willing to share their system with you.*

Reserves should be kept to a minimum. The purpose if the Auction is to sell parts, not to establish their value. However, there are some items that might warrant a reserve. If a reserved item does not sell, ask the seller if they are willing to remove their reserve.

Many different splits have been used but the 80/20 seems to be the most successful. Sellers receive 80% and the hosting Center 20%. Donations are always welcome with 100% of the proceeds going to the National Meet.

*Tip: Always hold the auction on one of the days prior to the day the Awards Banquet is held.*

It is highly recommended that the auction rules be included in the Event Manual. A working example of Auction rules can be found in *Appendix F*.

**Local Center Presidents' Lunch Meeting** - Check with the TRA President to see if he wants to have a lunch meeting with the local center presidents. The individual Center presidents pick up their own tab. The host center just needs to schedule a location. The meeting could last several hours.

**Early Morning Run** - It is customary to organize at least one EMR. The idea is to leave the host hotel early in the morning, drive around in the beautiful countryside for 20-30 minutes, and arrive at a quaint place for breakfast. Select restaurants based on charm, seating availability breakfast options, and cost. The restaurant will need to accommodate a crowd of 20-40+ people.

*TIP: Touch base with the restaurant about a week before to ensure they are ready for the crowd. They might want to schedule extra staff for that morning.*

**Panoramic Photo** - It's been a number of years since a panoramic photo has been taken at a National Meet. Traditionally scheduled on the morning of the Car Show, the cars are lined up facing forward and a photo taken with a wide angle camera. The result is a very wide photo with the registrants and their cars displayed *en masse*. Some of these photos can be quite large and impressive; the one taken at the 1999 National Meet measures 60"x9.75" in a minimal frame without a border. Photos are typically ordered directly from the photographer.

**Farewell Breakfast** - This rather informal event is usually scheduled for the morning after the Awards Banquet – usually Sunday morning. While it's possible to arrange for a full buffet meal, it's likely not a good idea as people will be drifting in and out at various times as their preparations for the journey home are completed. Pastries and morning beverages have worked well in the past. The hotel staff might be of assistance in recommending a suitable menu, or might have a continental breakfast or breakfast buffet ready on hand.

**Other Events or Activities** - Local Centers are encouraged to try new things. All of the above events and activities were novel at some point, and every Meet has the opportunity to introduce something new. Meet locations have more often than not been selected to take advantage of local attractions or settings that are well suited to an event associated with the enjoyment of sports cars. If a new event is a success, please notify the Meet Coordinator so that it can be added to this manual.

*TIP: It's a good idea to have some sort of relaxation event the night before the National Meet starts for the Staff working the event.*

## **THE CAR SHOW**

There are really two car shows held at the same time: Concours and Participant's Choice.

### **Concours Support**

As stated in *Section One*, Concours is a required event at a National Meet, and is held under the direction of the TRA Chief Judge with the local Center serving in a support role. While the Chief Judge forms the judging committees for each National Meet, the host Center must ensure that some materials, equipment and a suitable location for the judging tables are provided.

*Section One* also describes the minimum of support required by the TRA Chief Judge. These requirements are repeated here, with additional advice and ideas that should be of value.

**Area for the Judging School** - The Chief Judge holds a judging workshop for those interested in serving as a judge, or entering their car into Concours. New judges are trained, new rules explained, and veteran judges refreshed. The Chief Judge will require a room or isolated area to accommodate 15-20 people, and possibly a nearby area outside to park demonstration cars. Judging schools typically run for about an hour.

*Tip: It's not a bad idea to have beverages and light snacks available for Judging School attendees. It need not be much; coffee and donuts for morning Schools, ice water and chips for Schools scheduled later in the day. Check with the hotel; often these are charged items that will require negotiating or some other means of satisfaction...*

**Concours Setup** - The Concours field should be organized by class. There should be a minimum of six feet between cars to allow the judges to move freely between them and to open and close doors without restriction. If a parking lot is used, an empty place between cars is more than enough room. Another way to estimate the required space is to add up the number of Concours registrants and then add five spaces per class.

*Tip: Mason Dixon TRA has black metal stands that can be used to designate the classes during the Show. These are designed to stand freely, and can accept 8.5"x14" landscaped inserts. Contact a member of Mason-Dixon to ensure that the stands are available.*

*Tip: TRA has available a 12'x20' tent with side enclosures that can be used for judges, scorers, or as general protection from the sun or rain.*

*TIP: Plan on having two people directing Concours entrants to their assigned parking places, and 2-3 people showing the cars in Participant's Choice where to park.*

**Judging Support** - The calculation of scores should be done as closely as possible to the Concours field without being in the main path of any other activities. The judges and scorers will need tables and chairs for their work area. *Shade is a near must.* If trees are not available, a pop-up tent or some other form of protection should be made available (*see above*).

Breakfast should be provided for the judges prior to the Show. Hosting centers should contact the Chief Judge in advance of the Meet to make whatever arrangements are required. This serves to eliminate mid-morning hunger and allows the Chief Judge to finalize his assignments and give last minute instructions. Plenty of water and/or cool drinks should be available for the judges during the Show. A cooler in the Judges' Tent works nicely...

*Tip: If the judging runs into lunchtime, lunch might also be required for the judges.*

Hosting groups or Local Centers should contact the TRA Chief Judge in a timely manner before their National Meet to inquire as to what further requirements he/she might have during a particular year. The Chief Judge's contact information is in the TRA *National Newsletter*.

### **Participants' Choice**

Participants' choice provides an opportunity for registrants to show their Triumphs and compete for awards without the pressure of a judged Concours. As stated in *Part One*, the number of classes a hosting Center wishes to have in the PC show is entirely up to them, given that every registered Triumph has a reasonable opportunity to receive an award.

What is reasonable is of course subject to interpretation, but a very good baseline can be achieved by having the following classes: TR2/3, TR3A/3B, TR4/4A, and 'Other Triumph'. The number of awards per class is typically three, but smaller classes containing only two cars would obviously require fewer awards.

If the classes are larger, consider splitting them. If there is a large number of a particular 'Other Triumph' model registered, consider creating a separate class for them as well.

**Participants' Choice Best of Show** - This is not a required award, but has been well received in the past. The PC/BOS award should be of greater size or prestige than a Participants' Choice First Place award. *The availability of this award is highly recommended.*

**Other Awards** - Hosting centers are free to explore opportunities to present awards. 'Best Paint', 'Diamond in the Rough', and 'Most Creative Display' are all possibilities. The only limitations are the imagination and the Meet budget.

## **A FINAL NOTE ON AWARDS**

Awards are a source of pride and remembrance for TRA registrants and should be of great importance to TRA hosts. They are also most likely to be the largest overhead outlay the Center will be required to make. As such, they are an integral part of the Meet, and should be carefully accounted for in the budget.

Much of what is required or suggested in terms of awards has been addressed in other sections of this Handbook. However, a brief review of these awards might be beneficial.

**Concours** – A minimum of First, Second and Third Places available for TR2, TR3, TR3A, TR3B, TR4/4A, and Modified classes. Premier Class awards as of this writing are allowed but should not be ‘placed’. Awards are typically engraved plates or plaques. The presentation of other types of awards with sufficient *gravitas* is not discouraged. Personalized Concours awards remain an option, *given that both the benefits and drawbacks of personalization are carefully explored and clearly understood*.

**Best of Show** - The TRA Concours d’Elegance Best of Show award will be prepared by TRA and will be ready for presentation at the awards banquet.

**Participants’ Choice** – The number of classes and awards is left to the discretion of the host Center subject to the ‘reasonable opportunity’ rule. Typical awards include plates, plaques and trophies. Other types are possible.

**Funkhana, Rally, Olympics et al** - At the host Center’s discretion. Typical awards include plaques, ribbons, gift certificates, gift items and cash. \

## **LESSONS LEARNED**

During the National Meet, members of the Meet Committee and volunteers should periodically inquire with registrants as to their satisfaction with the Meet. Fix whatever can be mended, and make a note of what can’t. At the conclusion of the Meet, if opportunity allows, invite registrants to sit down and discuss what went right and what didn’t. This might be possible after the banquet or during the morning farewell breakfast.

At some point after the Meet, the National Meet Committee and National Meet Coordinator might want to get together in a social setting, say a dinner, and discuss what was learned during the Meet, including the gatherings suggested above. Recording the successes and failures of the Meet might serve both the hosting Center and TRA as a whole if the benefits of that knowledge are incorporated into the Event Planning Manual.

### **Messages**

A place where registrants can leave messages should be provided. A white board or bulletin board set on an easel in the Registration Room works best. Another choice might be the hotel lobby.

***Hotels***

Get everything in writing! All of the negotiated agreements and prices should be documented to avoid confusion and potential conflict. To book a National Meet is to enter into a business contract and should be treated accordingly. Hotels are in business to make money, and their staffs often have a lot of experience in maximizing their profit in any way possible.

***Women***

A National Meet, despite its evolution over thirty plus years, is still primarily a car show. For some, that is about enough to draw them to a Meet; but for others less fascinated by technical matters, something more is needed. Women in particular would like something interesting to do other than tours, Concours, or tech sessions. Consider having some activities geared specifically for women. Shopping trips, outlet excursions, make-overs, craft/art fairs, Avon, Tupperware, jewelry sales, etc. are all possibilities. Think outside the box and explore what the area surrounding the Meet location has to offer.

***Towing Services***

Towing services have been retained in the past by host Centers to assist registrants in the event their Triumphs malfunction or become damaged. While Triumph owners are quite handy and can repair most anything on their cars given they have the right resources and tools, not all dramas occur in handy locations, and not all owners have access to AAA or some other agency. Arrangements can vary; most towing services won't require any 'cover' costs to be on call. Contact information for the towers should be in the registration packet and on the maps of driving events.

## Appendix A: SUGGESTED NATIONAL MEET PREPARATION TIMELINES

Each hosting group or Center has its own way of doing things, and will quickly determine which planning style is best suited to their needs. For those hosting their first National Meet, two timelines are provided below. While a brief timeline providing target dates is provided in the main text, a second, more detailed timeline is offered below.

This more detailed schedule commences one year prior to the Meet, and assumes that the dates and site location have been selected. Times are recommendations only and are subject to the hosting group's individual circumstances and other exigencies that might arise.

### One Year Prior to National Meet

#### A. **Committee**

- Determine activities/events
- Assign approximate time of each event
- Assign coordinator to each event
- Collect ideas for National Meet logo
- Initiate regalia planning

#### B. **Chairperson**

- Prepare schedule with exact times of each event (*TIP: one or two people working on this are usually more efficient than a large group*)
- Prepare deadline schedule
- Send copies of event schedule and deadlines to National Meet Coordinator
- Contact National Treasurer about seed money
- Determine National Meet Logo
- Prepare announcement for TRA Newsletter
- Prepare preliminary National Meet budget
- Establish bank account (remember it is a good idea that the registrar have access to the bank account)
- Prepare budget
- Prepare article about National Meet for October Newsletter

### September Prior to National Meet

#### A. **Committee**

- Review National Meet schedule event by event
- Review deadlines (*TIP: a copy of the schedule and deadlines should have been given to each National Meet Committee member*)
- Determine registration costs
- Determine food and drink selections with host hotel

#### B. **Chairperson**

- Update tentative schedule
- Update/track deadlines
- Send copies of updates to National President and National Meet Coordinator
- Update budget

## **November Prior to National Meet**

### **A. Committee**

- Determine final costs of each event
- Prepare written, detailed description of events
- Review schedule event by event using the above information
- Review plans

### **B. Chairperson**

- Prepare rough draft of Registration Form
- Send copies of Registration Form draft to National Meet Coordinator
- Update budget

## **December Prior to National Meet**

### **A. Committee**

- Make final draft of Registration Form
- Prepare final plans of events
- Contact parts suppliers/manufacturers for door prizes
- Start selling advertising space for Event Manual

### **B. Chairperson**

- Perform final editing on Registration Form and submit to National Newsletter Editor And Webmaster
- Review Meet plans with site representative
- Update budget

## **March Prior to National Meet**

### **A. Committee**

- Begin assembling Meet materials including materials for Registration Packet
- Finalize (if possible) Meet Event planning
- Continue to collect door prizes

### **B. Chairperson**

- Continue review of Meet plans
- Update national Meet Coordinator regarding plans

## **May – One Month Prior to National Meet**

### **A. Committee**

- Order regalia
- Continue assembling materials and commence filling Registration Packets
- Continue reviewing events
- Continue selling advertisements. The Event Manual should be printed either in late May or early June, depending upon the lead time required by the printer.

### **B. Chairperson**

- Update budget and review plans
- Continue dialogue with site representative
- Confirm all commitments for each event

## **JUNE - National Meet Month**

### **A. Committee**

- Assemble Registration Packets and gather supplies for Reg. Room and other activities
- Perform a final check of all items at the end of the week preceding the Meet
- Drive all rally and tour roads to check for road closures, repairs, etc.

## **Appendix B: SITE SELECTION**

### ***WHAT MAKES A GOOD TRA LOCATION?***

- ❖ Road Access
  - Interstates
  - State Routes
- ❖ City Amenities
  - Lodging
  - Food
  - Meeting Facilities
  - Activities
- ❖ Country Proximity
  - Driving Events
  - Tours
  - Minimal Traffic
- ❖ Parking
  - Car Show Areas (Concours and Participants' Choice)
  
  - Trailer Parking
- ❖ Handicapped (ADA) Facilities
- ❖ "Compact" Location
  - Food/Activities/TRA Activities in close proximity
- ❖ Cooperative Local Community
- ❖ Repair Facilities
  - Close by for emergencies

## Appendix C: PREVIOUS NATIONAL MEET LOCATIONS

<b>Year</b>	<b>Host Center</b>	<b>Location</b>	<b># of People?</b>
1975	Central Ohio	New Scranton PA	15
1976	Potomac Area	Fairfax VA	100
1977	Central Ohio	Burr Oak State Park, OH	120
1978	Potomac Area	Blackwater Falls, WV	130
1979	Central Ohio	Burr Oak State park, Ohio	150?
1980	Western PA	Mt. Summit Inn, PA	175
1981	Potomac Area	Dulles Airport, VA	200
1982	Central Ohio	Marriott, Columbus, OH	250
1983	Eastern PA	Host Inn, Harrisburg, PA	200
1984	North Coast	Holiday Inn, Richfield, OH	250
1985	Potomac Area	Sheraton, Gettysburg, PA	250
1986	Shenandoah Valley	Hilton, Charlottesville, VA	250
1987	MVT/COCTRA	Hueston State Park, OH	225
1988	Delaware Valley	Treadway Inn, Lancaster, PA	250
1989	TRA Staff	Holiday Inn, Uniontown, PA	125
1990	North Coast	Holiday Inn, Richfield, OH	150
1991	Mason-Dixon	Holiday Inn, Frederick, MD	
1992	Central Ohio	Salt Fork State Park, Cambridge, OH	
1993	Central Ohio	Hershey, PA	
1994	Western PA	Morgantown, WV	
1995	MVT	Blue Ash, OH	
1996	Mason-Dixon	Williamsburg, VA	
1997	North Coast	Hudson, OH	
1998	TRA	Rocky Gap State Park, Cumberland, MD	
1999	Central Ohio	Dublin, OH	
2000	New Jersey Triumph	Bushkill, PA	
2001	Mason-Dixon	Baltimore, MD	
2002	Buckeye Triumphs, Central Ohio, MVT	Wadsworth, OH	
2003	Central Ohio	Auburn, IN	
2004	MVT	Springfield, OH	
2005	Texas	Branson, MO	
2006	TRA	Burr Oak State Park – OH	
2007	TRA	Geneva, NY	
2008	Central Ohio	Huron, OH	
2009	Mason-Dixon	Charles Town, WV	
2010	Buckeye Triumphs	Wooster, OH	

## Appendix D: SPONSOR AND PUBLICITY LIST

So, you're hosting a National Meet and you want to spread the word. The TRA Newsletter is the first and most logical choice, and you've probably thought to write VTR and 6-Pack as well. Where else should you advertise? Here's a list of some other options. Each one of these maintains an events calendar which they include in their publications. As with the Sponsor List we realize that this is just a partial list, and it will be updated yearly as more publicity outlets are identified. If one finds out that the information is no longer current, or finds new outlets, please inform the National Meet as soon as is convenient.

Please bear in mind that some publications require considerable lead time, and therefore should be contacted relatively early in the planning process to assure that there will be sufficient exposure before the Meet.

Publication Name	Web Site
Auto & RV	<a href="http://www.autorv.com">www.autorv.com</a>
Auto Restorer	<a href="http://www.autoestoremagazine.com">www.autoestoremagazine.com</a>
Auto Round-Up Magazine	<a href="http://www.auto-roundup.com">www.auto-roundup.com</a>
Automobile Magazine	<a href="http://www.automobilemag.com">www.automobilemag.com</a>
AutoWeek	<a href="http://www.autoweek.com">www.autoweek.com</a>
British Car Links	<a href="http://www.britishcarlinks.com">www.britishcarlinks.com</a>
British Marque Car Club News	<a href="http://www.britishmarque.com">www.britishmarque.com</a>
British Museum of Transportation	<a href="http://www.britishcarmuseum.org">www.britishcarmuseum.org</a>
Car Collector Magazine	<a href="http://www.carcollector.com">www.carcollector.com</a>
Car Show Links	<a href="http://www.carshowlinks.com">www.carshowlinks.com</a>
Car Show News	<a href="http://www.carshownews.com">www.carshownews.com</a>
Cars & Parts	<a href="http://www.carsandparts.com">www.carsandparts.com</a>
Classic Cars & Parts	<a href="http://www.autotraderclassics.com">www.autotraderclassics.com</a>
Classic Motorsports	<a href="http://www.classicmotorsports.net">www.classicmotorsports.net</a>
Collectible Automobile	None
Hemmings Motor News	<a href="http://www.hemmings.com">www.hemmings.com</a>
Hemmings Sports & Exotic Car	<a href="http://www.hemmings.com">www.hemmings.com</a>
Kroozin Calendar	<a href="http://www.kroozincalendar.com">www.kroozincalendar.com</a>
Little British Car Company	<a href="http://www.lbcarco.com">www.lbcarco.com</a>
Macy's Garage	<a href="http://www.macysgarage.com">www.macysgarage.com</a>
Moss British Motoring	<a href="http://www.mossmotors.com">www.mossmotors.com</a>
Moss Motors	<a href="http://www.mossmotors.com/forum">www.mossmotors.com/forum</a>
Old Cars Weekly	<a href="http://www.oldcarsweekly.com">www.oldcarsweekly.com</a>
Road & Track	<a href="http://www.road&amp;track.com">www.road&amp;track.com</a>
The Roadster Factory	<a href="http://www.the-roadster-factory.com">www.the-roadster-factory.com</a>
TRA	<a href="http://www.triumphregister.com">www.triumphregister.com</a>
Triumph World	<a href="http://www.triumph-world.co.uk">www.triumph-world.co.uk</a>
Victoria British	<a href="http://www.victoriabritish.com">www.victoriabritish.com</a>
VTR	<a href="http://www.vtr.org">www.vtr.org</a>

## **Appendix E: SUGGESTED AUCTION RULES**

### **General Rules**

- All rules are stated up front.
- All auctions are 80/20 – 80% of the proceeds goes to the seller and 20% to the National Meet. Donations are also accepted with 100% of the proceeds going to the National Meet.
- If there is a contentious issue, the decision of the Auction Staff is final.

### **Seller Rules**

- Auction items can be dropped off at the designated location during posted times (please refer to the Schedule of Events for specific times). Please follow the instructions of the Auction Staff during this process.
- Boxed lots will be up to the discretion of the auction staff. If a seller brings many items, especially if they are small or deemed to have low worth, some/all might be combined into a boxed lot. This will assist in speeding up the auction.
- Accepting parts based on condition will be at the discretion of the Auction Staff. No filthy, dirty parts will be allowed. Working condition will be established and stated when part goes up for bids.
- The numbers placed on items and the auction order has no relationship. The Auction Staff will determine the order in which items are auctioned off.
- Absolutely NO bidding on your own items will be tolerated.
- Opening bids on Reserve items may be below the Reserve amount. If the final bid is below the reserve, the seller may remove the reserve or the item will remain unsold.
- Sellers will settle up with the Auction staff as indicated in the Schedule of Events.
- Sellers' proceeds that are not claimed by 5:00 p.m. on that day will become the property of the host club unless prior arrangements have been made.
- Only British sports car parts, memorabilia, accessories, or literature will be allowed for the 80/20 auction. Decisions as to what makes up those categories will be left to the Auction Staff. Donations can be any type of item as long as they are in good condition.
- Only National Meet registrants with a car registration number shall be able to place items in the 80/20 auction. Any person or business entity may donate items for auction with all proceeds remaining with National Meet.
- Each item will carry a tag with specifics that are up to the Auction Staff to determine. At a minimum, it will carry an item number and brief description.

### **Buyer Rules**

- The Auctioneer will determine the opening bid amount.
- Minimum bid increments will be \$1 up to \$50 and \$5 for items over \$50.
- No proxy bids. You bid it, you win it, and you pay for it!
- Only National Meet registrants with a car registration number can bid. All auction transactions will be logged by registration number.
- Auction items must be paid for immediately following the auction. If you are leaving early, it may be possible to pay for your items while the auction is in progress. If so, the procedure for that will be explained at the auction.
- No buyer's regret will be accepted. You bid it, you win it, you pay for it, and you take it away!

# TRA NATIONAL MEET MANUAL - REVISION HISTORY

	Owner	Description
05/13/ 2010	John Huddy, Tonda Macy, John Warfield	Third Edition – Rewritten and reformatted.
06/199 1	Bruce Clough	Second Edition
07/199 0	Kathy Marsh	Initial creation of manual.