

TR Register Australia^{inc}

National Meeting, Concours Display & After Tour Guide

EDITION 2

Introduction: This guide has been put together by the National Committee of the TR Register Australia to assist Register members in preparation and running of the annual National Meeting, Car Display and After Tours.

Staging these events does involve work but organised efficiently, with a supportive National Committee, it is very rewarding. It also helps to showcase the distinctive local area where it is to be held, as well as promoting the Triumph Marque. Our Annual event facilitates a fun time for all who attend, as well as providing an impressive display of our cars. It is not intended that each event "exceeds" previous ones. Each is unique and special in themselves. It is important the Organising Committee is able to reflect their local ethos and character as only their expert knowledge provides. The Register is successful through the selfless volunteering of our members. Anyone volunteering to join the Organising Committee in holding the National Meeting is greatly appreciated by the membership.

Event Proposal: Proposals should be submitted at least two years before the projected event to allow thorough planning by the Organising Committee, as well as giving Register members the opportunity to plan the time to attend. Members who intend to hold a National Meeting should coordinate with the relevant State Co-ordinator and formulate a plan. A date, year and venue needs to be discussed and agreed upon and then forwarded to the National Committee. The National Committee will discuss the proposal, weigh up the merits of each proposal and, if necessary, seek additional clarification from the proposers. The National Committee will then advise the proposing groups of their decision. The selection of a proposal will also consider rotation of events between States.

Announcement: Once the National Meeting venue and date are confirmed, it will be announced at least at the meeting two years ahead.

Duration: The National Meeting generally runs over 3 days, Friday night, Saturday, and Sunday til lunch. This is followed by optional After Tours which can vary over 3 or more days.

Format:

1. Friday : arrival and registration early afternoon;
Welcome evening event

2. Saturday: Car Display to commence around 9.00-10.00am until 3pm.
Presentation Dinner to commence at approximately 7.00pm.

3. Sunday: National Meeting 9:30am-10.45am
Organised Run for about 1 hour
Lunch is a farewell to those not staying for After Tours

4. Monday, Tuesday, Wednesday: After Tours can be based at the meeting accommodation or travel to other organised accommodation.

Financial: TR Register National Meetings are run to both provide an event for members to enjoy by meeting up with fellow TR owners, as well as promoting the Register and perhaps to find new owners of Sidescreen TRs and derivatives of the same era. Members attending the event expect to pay to attend and rely on organisers to manage the costs to self - fund the event. Members expect the funds built up as

Register reserves are not to be spent excessively on the members able to attend the meeting. However, they do expect that the event should be successful and reward those who have strived to prepare, display and promote examples of the Marque. To these ends, it would be expected that members would pay for food including Welcome Dinner, Presentation Dinner and Sunday Lunch, pay their own accommodation and also After Tours.

Funds Management: The calculation of the costs per person should fully account for each event members attend. Receipt of all members' monies must be paid into the Register account and this will help to ensure members funds are protected, along with repaying the "seed money" used for setting up the event. This allows accountability for the monies we are responsible for and the treasurer, on the committee's behalf, can ensure probity for running the event. Once the Organising Committees' proposal is approved by the Register Committee, then payments and monies can be organised with the Register Treasurer. It is advisable to provide individual receipts to members acknowledging their booking and payment .

Seed Money: In order to organise these events, it is always expected that venue operators require deposits to secure bookings. The Register makes "Seed Money" available to cover these deposits but it should be factored into the overall cost calculations and incorporated into the charges to members attending the event. The National Committee usually approves amounts of around \$2000 to \$3000 for seed money but with inflation, venue policies etc, this amount may vary.

Function Finances: To facilitate a National Meeting, the Friday Night Welcome, Saturday Presentation Dinner, Sunday Morning Meeting and Sunday Lunch, the organisers have to structure the costs to not only include the dinner but the room hire, microphone , stage, AV equipment, dance floor, music, DJ, decorations etc . The Register Committee will consider additional funds to enhance these events but this must be proposed by the Organising Committee for approval. For the Saturday display day, the venue hire as well as tents, chairs, tables etc could also require additional payment by the Register. The Organising Committee must research the best value venue which provides a great display area along with promoting the Register and the Marque to the local community. Manufacture of Trophies and Medallions, food for judges, printing of the event Booklets and shipment of Regalia to and from the event and gifts for judges and officials will be paid by the Register.

Sponsorship : It is optional for the Organising Committee to provide additional enhancements for the event or for members, such as gifts to attendees, by securing sponsorship and additional funding. How any additional funds are spent is at the discretion of the Organising Committee but they must be mindful that, as the money is raised in the name of the Register, the Organising Committee should manage those funds appropriately on behalf of the Register. Agreement as to how this money is spent should be sought from the National Committee. If sponsorship is received, it is important the sponsor's details are published in the Information Booklet, in Sidescreen and on the Website, in addition to being acknowledged during speeches. A thank you letter, or a framed certificate bearing the Register letterhead, should be sent following the National Meeting.

It is not the usual Register ethos to attract and use extensive sponsorship. Therefore sponsors sought and used should be relevant to our cars and our members. Sponsorship must not headline our event.

Accommodation: The Organising Committee should negotiate the best available prices with chosen motels or hotels for the National Meeting and After Tours. It is important members are together in the one location if possible. They should book their own accommodation early to get their first choice. A time limit for bookings is placed on rooms that are held till the end of June in the year of the event. As a guide, book accommodation for approx 140 people (70 doubles).

Venues: The Saturday Presentation Dinner, Friday Night Welcome venue, Saturday Display Venue and the Sunday lunch venue need to be booked as early as possible after the proposal is accepted. The Organising Committee is then advised on Seed Money required and the Treasurer provides the funds. A Wet Weather venue for the Saturday Display should be organised as an alternative in case of inclement weather.

Entry Booking Form: The Entry Booking Form (See Appendix) will include all function costs and will be published in Sidescreen and on our website. Entry Booking Forms are sent to the Host State Event Registrar who is selected from the Organising Committee. It is important the Host State Event Registrar controls the event successfully, by having direct access to the bookings and coordinating all aspects of the Event. For example, this allows cross checking with accommodation providers and advising venues of attendance numbers. Payments can be made by direct debit or cheque. Cheques are banked by the Host State Registrar directly into the Register Account. A record of all Entries (with name, date deposited and amounts) is forwarded to the Register Treasurer to check monies deposited into the Register bank account.

This Entry Booking Form requires:

- Name
- Spouse name (if applicable)
- Address
- Email Address
- Home phone N#
- Mobile phone N#
- Car type (tick box)
- Car colour
- Car rego N# incl. State
- Class entered: Concours, Excellence in Presentation, Road, Competition, Restoration, Derivative, Display (tick box)
- Nights booked (tick box) including Accommodation name or other
- Numbers attending Friday Night, the Presentation Dinner, Sunday Lunch
- Cheques or EFT payments made out to TR Register account
- An RSVP date for final booking ie 30th June.
- Saturday Tours alternative to the Display (if applicable)
- Regalia Order Form (if applicable) or separately in another Sidescreen

Advertising: Event information articles should run in each Sidescreen till the one prior to the Event. A full page ad should appear in the Sidescreen immediately following the previous National Meeting. This ad should detail the date, the venue and any unique details of the area, along with any presentation dinner theme. Contact the Register webmaster and ask for this to be included the Event ad, Booking Entry Form, Regalia Form and general information on the website. It is important to emphasise the booking window closure in the April/May Sidescreen prior to the June 30 cut-off date.

The Organising Committee is expected to promote the event and the marque, in the local print media and any other media available.

Insurance: Check with the Register secretary for insurance requirements for any venue. Generally councils require Public Liability Insurance for use of a public venue. The Register carries Public Liability Insurance but it falls due shortly before the National Meeting. You need to use the current insurance at the time of booking and then have our secretary forward the applicable new cover just before the event, for submission to the appropriate venue management.

Event Information Booklet: A National Meeting Event Information Booklet should be produced and distributed to all entrants at Registration. It should include;

- Brief overview of National Meeting and After Tour
- Welcome by the President & Local State Coordinator
- Programme of events including times, locations and maps
- Judging categories
- Car presentation tips
- List of entrants (name, state, car type, rego, colour)
- Local information: maps, car wash facilities, garages, chemist, supermarket
- Details of any tours on the Saturday Display day if organised.
- List of sponsors

Friday Arrival and Welcome Event: On Friday afternoon, the Organising Committee sets up an appropriate place to greet members as they arrive to register for the event. They will be given Event Booklets, Lanyard Inserts, People's Choice slips, any other handouts and distribute pre-ordered items or Regalia.

The Organising Committee plans an evening welcome event which usually is a more casual affair and may include drinks, finger food or dinner. The President and local State Coordinator will welcome members. The local Mayor or special guests maybe invited. The Saturday Display Organisers and chief judge give a brief talk and list instructions for the next day. Arrangements for the Saturday night Presentation Dinner should also be given, as it is the only opportunity to cover this and any last minute changes. Also, any members who want raise any items at the Sunday Meeting are requested at this time to hand them in writing to the Secretary by Saturday Night for inclusion on the Agenda.

Lanyards & Inserts: Lanyards are provided free of charge to members when they attend their first National Meeting. New lanyards are kept with Regalia. Replacement Lanyards can be purchased at registration.

The Organising Committee is responsible for preparing the Lanyard Inserts. The Inserts should contain: National Meeting Logo, entrant's/attendee's Name, Committee Position or State Coordinator Position (if appropriate), Car and State on the front. A Brief Program with locations are printed on the reverse (see appendix). A separate insert can detail After Tour information. People's Choice voting slips are included with the inserts so members bring them to the Saturday Display.

Entrants' and Judges' Meetings: An entrants' meeting for the Saturday Display can be held on Friday night or Saturday morning, to ensure entrants are informed of details about the event. The meeting should be chaired by the Chief Judge.

Judges' Meeting will also be held just prior to the commencement of judging on Saturday morning at the display venue.

Saturday Display: The Organising Committee selects the Display venue which should be sufficiently large with shade, seating, toilets, power outlets and ideally access to food outlets/shops. A town park with good public exposure can be used. Regalia sales need a tent and large tables. A second tent with power supply, 2 tables and chairs are required for information and the scorers located at the rear (undisturbed). The Organisers will provide water & lunch for Display Judges and officials. Payment for these lunches, tents, tables and chairs should be part of the cost proposal and met by the Register.

The Organising Committee can delegate the display organization to an experienced sub-committee but is responsible to the Organising Committee. The Organising Committee provides the Display committee with a list of entrants, their car model, car colour, State and registration number and the categories they have entered. All entrants must be financial members of the Register. This should be checked by the Organizing Committee with the Membership Secretary.

If the location is not convenient to local food outlets, lunch for the event needs to be arranged by the Organising Committee. This could be through the local Lions or Rotary Clubs. A coffee van could also be organised.

It is important a layout plan be established, with plenty of room between cars, prior to the event. This can be marked on the ground to assist as the cars arrive. The plan must ensure all cars in Judged Class are placed together for ease of judging and forming an effective display. Safety vests must be worn by members directing traffic. Members directing cars should be present as the cars arrive to organise them into the correct areas, parking them in line and sufficiently spaced according to the plan. Many photos are taken on the day and people need to be able to walk amongst the cars without damaging them.

Wet Weather Venue: An alternative undercover venue (like a supermarket or club carpark) needs to be organised. Ideally it should accommodate all cars.

The Organising Committee supply for the Display:

- Two Tents, one for Regalia and one for Information / scorers
- Tables (or trestles) for Regalia, Information and Scorers
- Chairs for Regalia, Information and Scorers
- Sunscreen
- First Aid Kit
- People' s Choice Box (placed at Information or Regalia tent)
- TR Register Signage

The Saturday Display Organisers are responsible for ensuring the provision of :

- Selection of Chief Judge and Judges
- Judging Guide and scoring sheets
- Pens, Clip Boards, Safety Vests(kept with & returned to Regalia)
- Computer
- Direction Signs
- Category signs/flags
- Traffic controllers and directors
- Safety vests (kept with & returned to Regalia)
- Organising Judges meeting

Judging: The Organising Committee or the subcommittee Display Organisers select the Chief Judge and in consultation with the Chief Judge organises the judging panel through advertising prior to the event. The panel members should include people who have previously judged. Members who want to learn judging can be paired with an experienced judge to not only learn about judging but to also learn about details for their own cars. The Judging Guide (available on our Web Site) should be made available to all judges prior to and at the event. The class appropriate score sheets are issued for each entrant at the event. The judges hand in the completed judging/score sheet for their section to the scorers, who enter the scores into the computer. A computer spreadsheet has been developed to make the score entries & calculations easier. It is important these scores remain confidential until the results are announced at the Presentation Dinner.

Judging Categories:

- 1. Concours Class** – is the highest category judged class for Sidescreen TRs. Cars entered should be faithful to the original production vehicle. Cars are judged on (i) cleanliness, (ii) condition and (iii) originality of all aspects including the body, bright work, interior, weather gear, underside, boot, spare wheel compartment and tools. There will be no penalty for:
 - seatbelts
 - radial tyres
 - or any other items that were factory listed options when the cars were produced.
 - Wet Weather Gear MUST be fitted in position for judging.

- 2. Excellence in Presentation Class** - is a judged class for Sidescreen TRs where cars entered must retain the visual look and philosophy of the original Sidescreen model, as well as exhibiting a high level of maintenance and preparation. Any Sidescreen TR may be entered in this class with the judges scoring (i) cleanliness and (ii) condition and will not include the underbody. Points will not be deducted for a limited number of modifications as listed prior to the event. A full list of permissible modifications is available on the web site and at the event.
Note: Judging does not constitute approval of the roadworthiness of any modifications.

- 3 Road Class** – is a judged class where cars entered must retain the philosophy of the original side screen model and exhibit a high level of maintenance and preparation. Points will not be deducted for modifications provided such modifications retain the overall shape, general appearance, drive train and design basics of the original car. Any Sidescreen TR may be entered in this class with the judges scoring having equal emphasis on (i) cleanliness and (ii) condition. Rack and pinion steering, brake boosters, rollbars, mildly uprated suspensions, 72 spoke or alloy wheels, additional "period" instruments, improved seating, alloy rocker covers/sumps, "period" engine modifications, full synchro Triumph gearboxes etc are permissible. Judging should take no more than 5 to 10 minutes per vehicle and will not include the underbody nor boot/spare wheel compartment.
Note: Judging does not constitute approval of the roadworthiness of any modifications.

- 4 Display** – is a general category that is not judged. It includes Sidescreen TRs and non Sidescreen cars such as Derivatives, TR4-TR8 . These cars are usually parked at

the rear of the display area. Apart from a wash, cars are not expected to be specially prepared in this category.

5 Derivative Class – is a judged class where cars entered should be faithful to the original production vehicle. Cars are judged on (i) cleanliness, (ii) condition and (iii) all aspects including the body, bright work, interior, weather gear, underside, boot, spare wheel compartment and tools. There will be no penalty for: seatbelts, radial tyres or any other items that were factory listed options when the cars were produced.

6 Competition - is for the cars that are used or have been used, in competition. They can be road registered or full track-racing cars. These cars are judged on their cleanliness, condition, competition history and suitability. Cars must have a Triumph Sidescreen drive train.

7 Restoration Class - is for the cars that are under restoration. Bringing partly restored cars promotes interest and comment. They provide inspiration for members restoring cars and opportunities for other members to give direction and advice for their restoration. It also provides photo opportunities to record restoration details.

Regalia and Event Logo: The Organising Committee, possibly with the assistance of a graphic designer, develops a suitable logo specific to the event. The designs are to be approved by the National Committee prior to using in advertising or on Regalia. Patches use the event design and are paid initially by the Register with costs recovered by sales through regalia at the Display. Event Specific Regalia, with the year and logo, is usually made available by pre-purchase before the event with a published Regalia Order Form (see Appendix). If the Organising Committee choose to do this, then it needs to be in coordination with the Register Regalia Officer and Register Committee, particularly for design approval. Once orders are determined and paid for, ideally when entries close for the event, the Regalia Officer and the Organising Committee are able to finalise orders with manufacturers. Orders will then be distributed at the Friday Registration. Prior to the event, the Register Regalia Officer will have organised other regalia. This Regalia will be sent to the venue, then displayed and sold by volunteer members from the Regalia tent on Saturday. The credit card machine should be organized for the Display by the Regalia Officer or delegate. The Officer will provide racks, coathangers and price the regalia for sale. Regalia sales need a tent in a prominent position with tables and seating for the volunteers.

People's Choice: Voting slips are handed out at Registration with the lanyard inserts. A prominently marked box is prepared and placed on the Information or Regalia table for people to cast their votes. These votes are collected at the close of the Display and tabulated by a nominee of the Organising Committee. The result remains *confidential* until announced at the Presentation Dinner by the MC.

Alternative Saturday Tours: Tours to places of interest could be organised for members and member's partners during the Display on Saturday, if the venue is not within walking distance of other attractions. These tours could be to shopping centres, wineries and/or other tourist destinations. A local bus company can usually help. This should be booked and paid for when submitting the booking form if possible.

Raffle: The Register wants to promote donation to worthwhile charities and give members attending the meeting an opportunity to contribute to the wider community, as well as having some fun during the Presentation Dinner. To this end, the Register will donate some funds to the Organising Committee to provide prizes for the Raffle. This currently is \$300. The Charity is selected by the Organising Committee and confirmed by the National Committee. The selected Charity should support local research or be related directly to the charity, eg Prostate Cancer Research, not to an intermediate organisation. The Raffle is promoted on Friday Night and tickets are sold at the Saturday Display and early at the Saturday Night Dinner. The numerous prizes are displayed and drawn at the Dinner.

Trophies & Medallions: Trophies and medallions are organised well ahead of the event. The Register Committee pays for them and usually arranges their manufacture. With agreement of the Register Committee, the Organising Committee may propose to arrange for the design and supply of the trophies. The Register Committee organizes around 15 medallions more than attending members to provide for late bookings and for gifts to sponsors and special guests.

The perpetual trophies need to be collected from the previous year's winners and delivered to the event. Assistance from the Register Committee can locate and ensure they are available for the event. These trophies include:

- Laurie Cousins Trophy: Concours Class Winner
- Murn/ Mitchell Trophy: Excellence in Presentation Class Winner, in recognition of the Register's Founders
- Boyce Beeton Trophy: Road Class Winner (donated by Bob & Rhonda Slender)
- Roger Walker Trophy : Best TR3
- Harry Firth Trophy : Competition Class Winner
- MOSS Award: most outstanding *stuffup* for the year decided by the Committee.
- Clubman of the Year: Recognition of significant contribution to the Register (donated by Gavin & Kim Rea)
See appendix for full list of Trophies

Register Committee Meeting: The Organising Committee arranges for a convenient room or space to be provided for a Register Committee/State Coordinators meeting Saturday afternoon at about 4pm following the car Display. It is decided at this meeting the winners of the Rookie, Encouragement, Restoration and MOSS awards as well as discussing any important issues.

Saturday Presentation Dinner: The Venue for the Dinner has to be large enough to hold around 150 people. The venue should also have a stage, lectern, tables for trophies and prizes, AV/screen facilities, a dance floor and an area for the DJ. An MC runs the evening which includes the presentation of trophies and awards and the drawing of raffle prizes throughout the Dinner. The venue must be licensed and provide an economical, yet a good standard three course meal. The TR Register Banner and decorations should be organized to enhance the atmosphere. A theme for the evening is set and advertised by the Organizing Committee.

Venue Location: This can be in easy walking distance of the accommodation or via organised buses if further away. Members should be advised on Friday night of arrangements for reaching and returning from the dinner venue. Times for departure and return are to be clearly advised in the Information Booklet & on Lanyard Inserts.

Venue Supervisor: should be consulted by the MC so the Running Sheet times are coordinated with the meal service and the chef.

Venue Checks: Prior to the Dinner, a check should be made of the venue by the MC with the Organising Committee representative to ensure the microphones and AV equipment are working. All the trophies are to be laid out in correct order and Raffle prizes displayed. Sufficient space should be available for the MC and the presentations. The stage and lectern are to be located in a position with sufficient lighting to give good visibility to the audience. An interesting AV presentation including past events reflecting the Register history, cars and members is often shown throughout the evening organized through the Register Committee. The Organising Committee is to organize a "Photographer" from the Register, for the evening. He or she should ensure they have quality equipment and battery backup and should photograph the presentations and attendees.

Dinner MC: It is useful to have an experienced MC. The MC should be selected for their ability to smoothly run the night and ensure all guests are kept at ease. The MC selection should be agreed to by the Register Committee. A Running Sheet should be prepared for the evening. It should include all activities, speeches, speakers, presentations and timing. The MC organises various presenters throughout the evening.

Speeches: When the MC, President, a representative of the Organising Committee, members or special guests are called upon to speak, the MC should ensure the speeches cover:

- Welcome all members and guests
- Introduction of Life Members
- Introduction of Register Committee.
- Introduction of State Co-ordinators
- Introduction and thanks to Organising Committee.
- Thanks to members who have travelled a long way.
- Thanks to Lions Club, local car clubs, Council etc
- Thanks to sponsors
- Thanks to Regalia Organisers and their total sales for the day
- Thanks to Raffle Organisers
- Thanks to judges, name them and call them up for gift presentation.
- Present MOSS award
- Present special awards such as Life Membership etc.
- Mention special items such as Register or TR anniversary
- Request that members who want to raise items at the Sunday National Meeting to hand them in writing to the Secretary tonight if not already done so.

Presentation Order of Awards/Trophies :

- People's Choice
- MOSS award (perpetual trophy)
- Editor's award
- Clubman of the Year
- Encouragement Award
- Rookie of the Year
- Restoration
- Competition Award (including perpetual trophy)
- Best Derivative
- Road Class (perpetual Boyce Beeton Trophy)
- Excellence in Presentation Class (perpetual Murn /Mitchell Trophy)
- Concours Class, announced from the bottom up, including best TR2, TR3 & TR3A (including perpetual Laurie Cousins Trophy & Roger Walker Trophy)

Note: Perpetual trophies and recurrent awards should have special mention made of the history of each.

Thank You Presentations: Small gifts are given to judges and the organisers. These should be easily available to the MC for presentation. The Judges' gifts are purchased by the Organising Committee and paid for by the Register. The Register arranges and pays for gifts to the Event Organisers.

Event Closure and Dancing: Closing MC duties include detailing of the Sunday National Meeting, Sunday run and Lunch and After Tours.

The Music & Dancing : Suitably quiet music is provided during the meal service in coordination with the MC. After the formalities, music is provided for dancing for approximately 2 hours. If allowed for within the Dinner budget paid by attendees (not at Register expense), a live band can be provided instead of a DJ.

The Sunday Meeting: The National Meeting is held on Sunday morning at 9.30am at a convenient venue provided by the Organising Committee. The room requires chairs and tables at the front for the National Committee and State Coordinators. There should be sufficient chairs for approximately 90 people in attendance. The Meeting is chaired by the President and facilitated by the Secretary who has prepared the agenda to include all items to be discussed at the meeting. The Secretary asks if there are outstanding items from the previous meeting and then requests acceptance of the previous National Meeting minutes proposed and seconded. The Secretary takes minutes for this meeting as a permanent record. The State Coordinators and Committee members are introduced. Short reports are delivered by the committee members. A strict time limit should be applied to any debate. Any proposals needing approval require a proposer and a seconder. The location for the National Meeting two years ahead will be announced. The organisers of the next year's National Meeting should give a brief presentation of the event, and distribute brochures and entry forms if available.

The meeting will close by 10.45am.

Sunday Run & Lunch: The run commences at approximately 11.15am from a location near the motel, following the National Meeting. All members should be booked out of accommodation (if required) and then drive in convoy to lunch, via places of interest. Do not make this run much longer than 1 hour. Select an experienced member to lead this run and intersperse other drivers familiar with the area, so drivers won't get lost. Sufficient map information should be in the Event Information Booklet so members can make their own way to the Lunch Venue if required.

At the lunch venue, ensure the hosts are aware of the numbers expected (booked or not) and try to have a menu which caters for the simultaneous arrival of a large number of people, so there is minimal delay in service. The President will speak briefly at the lunch to thank and farewell members who are departing. An Organising Committee Representative should brief members on After Tour arrangements.

After Tours: The Organising Committee arranges an After Tour Program which runs for approximately 3 days. The tours/runs can be based at the National Meeting accommodation, or at different motels along a route, chosen for points of interest and the pleasure of the members. The accommodation alternatives need to be advised in the Booking Entry Form for members to make their own bookings. The Organising Committee needs to pre-book this accommodation and advise members of when pre-booking closes. Members booking after this date will have to make their own

arrangements. Daily meeting points and times for lunches should be advised to allow groups of members to meet up throughout the tours.

Contacts for Advice: Organisers of previous events have a wealth of knowledge to be shared. It is suggested that organisers contact the President who can assist. Samples of Event Information Booklets are available by contacting the Register Committee.

TR REGISTER NATIONAL MEETING FINANCIAL SUMMARY

The Register will ensure all of the events are financially backed but all venues need to be selected to be of good value for money including the accommodation, where we all try to be together, Friday Night Welcome Function, Saturday display, Saturday Night Presentation Dinner and Sunday Lunch.

The Register Responsibilities:

1. Seed Money: The deposits for Venues that need to be paid will be paid by the Register as "Seed Money", all as early as possible, to ensure securing the venues.
2. Saturday Display: Ground hire, Tent hire, Table and Chair hire, officials' lunches etc will be paid by the Register. As there is no entry fee, to cover these costs, they will be paid by the Register. The selection of this venue needs to be weighed up against location, public exposure and promotion of our club for best value. The Register will pay for small thank-you gifts for judges and scorers to be presented at the Presentation Dinner and to the Organising Committee members.
3. Trophies and Medallions: The Register organises and pays for these. The Making of the Trophies and Medallions has been organized through the committee but if the Organising Committee have a proposal, and it's economical, it can be approved.
4. Event Information Booklet: The Register will pay for printing after it has been written by the Organising Committee.
5. Regalia: The Register pays for delivery and return freight costs of Regalia, including display stands. This also includes clipboards, pens, safety vests for the Saturday Display which is kept with Regalia.
6. Charity Raffle: Approved Register funds to go to prizes (currently \$300) for the Raffle to raise funds for a chosen Charity selected by the Organising Committee. It must be directly related to research, not for an indirect fund raising "company".
7. Proposals for additional funds: Additional Register funds may be approved by the Register Committee to support the National Meeting, for promotion of the Register and the Marque, eg inviting and paying for or providing for a special guest.

Organising Committee Responsibilities:

1. Proposal: The Organising Committee prepares a proposal, including financial commitments for members, which provides for venues of a good standard and value for money.
2. Entry Booking Form: The Host State Event Registrar from the Organising Committee is responsible for managing the finances of the National Meeting by having direct access to the bookings and coordinating all its aspects. Individual member payment can be made by either cheque, which is banked by the Registrar into the National Register Bank Account, or by Direct Debit. A record of entrants' payments is sent to the Register Treasurer to cross reference the Account.
3. Sponsorship: Although optional, this can enhance the event but if raising money in the name of the Register, the National Committee should be advised of how much is donated and what it will be spent on, for concurrence.

4. Event Payments: The Organising Committee is responsible for coordinating and ensuring all deposits, venues and hire costs are paid for by the National Register.
5. Profits: The event should be managed to be self-funding other than the funds supplied by the National Register as set out elsewhere. Any profits made should be returned to attendees, through say drinks at an event.

Members' Responsibilities:

1. Entry Booking Forms: Members are responsible for sending, preferably by 30th June, the Entry Booking Form sent to the Host State Event Registrar.
2. Friday Night Welcome: Members pay the costs shown on the booking form which should include all costs associated with this event, be it drinks, finger food or dinner.
3. Saturday Night Presentation Dinner: Members pay the costs shown on the booking form, which should include all costs associated with this event. This may include costs for such items as a stage, lectern, microphone, decorations, music/DJ hire, bus hire. These are budgeted to be included in the total costs shown in the booking form eg The Dinner may cost \$50 per head so an additional cost of say \$15 is added, with a total cost of \$65 per head.
4. Sunday Lunch: Members pay the costs shown on the booking form, which should include all costs associated with this event.

NATIONAL MEETING PLANNING SUMMARY

To ensure there is sufficient time to plan a National Meeting, the organising team will be awarded the event 2 years in advance. The schedule to produce a successful event is:

1. Prepare the written proposal and gain approval from the Register Committee approximately two and a half years prior to the event. This gives the Organising Committee sufficient time to plan for Accommodation, Display Venue, alternate Wet Weather Display Venue, Friday Night Welcome, Saturday Night Presentation Dinner venue, Sunday Lunch venue and After Tours.
2. The event 2 years in advance, is announced at the Sunday Meeting with a small presentation emphasising the positives of the chosen location to entice members to attend and plan their holidays.
3. Plan the display with local authorities in the following 2 years. Ensure power supply, shade, toilets and food outlets available onsite.
4. At the National Sunday Meeting, 1 year before the event, the Organising Committee gives a presentation of about 10 minutes and issues booking forms and brochures.
5. Event Updates: Provide updates to the Register Committee for each bi-monthly Committee Meeting.
6. Booking Windows for Accommodation is 30th June of that year, usually needed by the motel owners to secure group discounted prices. Rooms not booked are then released back to the market and members make their own arrangements. Large bookings can be difficult and this allows most members to be in the one location.
7. Entry Booking Forms are sent, preferably by 30th June, to the Host State Event Registrar who controls the event successfully by having direct access to the bookings and coordinating all aspects of it. This includes cross referencing entry bookings against accommodation bookings.
8. Event Advertising in Sidescreen and on the TR Register Web Site, commences directly after the previous year's National Meeting. The May issue of the event year is the last Sidescreen advertising prior to 30th June accommodation booking window

closure. Updates should have pertinent information to promote and keep members abreast of the highlights and features of the event.

The Organising Committee is responsible for:

1. confirming and organising payment for hire of equipment, venue costs, organising buses (if required); liaising with Council and local Tourist authorities and local Media; organising thankyou gifts and raffle ticket sellers & prizes; selecting menus; music arrangements; management of numbers attending and advising venues as necessary; liaising with the National Committee regarding Trophies, Medallions, Perpetual Trophies and awards from the previous National Meeting; design and manufacture of event specific Regalia and Regalia delivery; preparing and printing Event Information Booklet and Lanyard Inserts, providing People's Choice Box; and confirming Chief Judge and judges.
2. Friday Arrival and Registration: usually 2.30pm til 4.30pm at the main accommodation.
3. Friday Night Welcome: organise a convenient, casual location usually 6pm til 7.30pm depending on the event planned setting the tone of the National Meeting; Introductions & welcome speeches made and special Guests introduced. Procedures for Saturday Display explained and judges gathered for a briefing for the next day.
4. Saturday Display: Select a park or public space large enough to accommodate up to 90 cars, Regalia & information tents etc. Set up display area and Regalia early as necessary o Saturday morning, including signage and the delivery and the setting up hired items. Confirm power, food outlets and toilet facilities are available. Supply lunches & water for Judges, Scorers and Regalia volunteers. Organise raffle tickets and Raffle Ticket sellers.
5. Judges: Selection a chief Judge in coordination with the Register National Committee. The Chief Judge selects judging group. The organising committee provides a venue for the judges to meet on Friday evening or at the Saturday Display venue.
6. Saturday Display: Organise for attendees to leave accommodation around 8.45am for 9am start concluding by 3pm.
7. Saturday afternoon: select a suitably located space for a Committee & State coordinators meeting usually at the accommodation, 4.30pm til 5.15pm.
8. People's Choice: ensures counting of People's Choice.
9. Presentation Dinner: set up on Saturday afternoon in coordination with facility provider and Dinner MC, including lectern placement and presentation tables.
10. Buses: organise transport for members to Presentation Dinner venue and Saturday alternate activities (if required).
11. Saturday Night Dinner: Provide a venue for up to 150 people seated and set up from 6.45pm for 7pm start til about 10.30/11 pm. Formal presentation til about 9pm; followed by DJ/music / Dancing til 10.30/11 pm
12. Sunday Morning Meeting: arrange a suitable venue for 90 people from 9.30am til 10.45am
13. Sunday Morning Run: Organise a run from 11.15 am til 12noon finishing at the Lunch Venue.
14. Sunday Lunch: Approximately 12.15pm til 2pm farewell to those not attending the After Tours.
15. After Tours(optional): Plan an interesting 3 day event, Monday til Wednesday
16. Farewell event: Organise lunch or dinner on Wednesday in an appropriate venue.

Authorised by the TR Register National Committee

Appendix:

Sample Booking Entry Form;
Sample Regalia Form;
Sample Lanyard Insert
Sample Budget sheet;
List of Trophies.



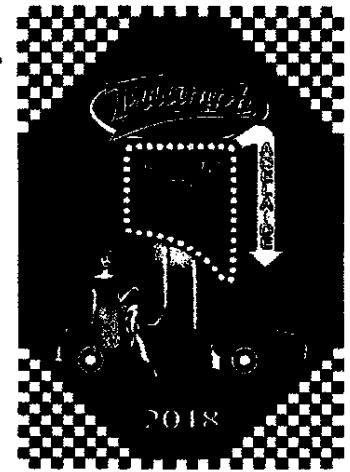
TR Register Aust. Inc.

19th – 21st October, 2018

National Concours

Adelaide

South Australia



Member - First Name Surname

Partner - First Name Surname

Member - Address
 Street:
 Suburb: State: P/C:

Member - Email

Member - Phone Mobile

Vehicle Registration State Registered Colour

Vehicle attending with: (Please Tick Box)

TR2
 TR3
 TR3A
 TR3B
 Doretti
 Other — Classic Car
 Modern

Concours Class entering: (Please Tick Box)

Originality
 Excellence
 Road
 Display
 Restoration
 Competition
 Derivative

Concours Bookings:

Accommodation Y/N Booked Y/N Dates booked—Accommodation / / to / /

Hotel Name

After Tour / / to / / (Please tick box if interested in cruise on 24.10.17)

Cost Summary	Per Person	No. Of People	Total
Friday Night Pre-Dinner (Finger Food & 1 Drink pp)			Dinner at own exp.
Saturday Night Dinner & Presentation (3 Courses)			\$
Sunday Lunch— Pike & Joyce Winery (2 Courses)			\$
Total Amount Paid with registration			\$

Payment Options:

Cheque Payable to: TR Register Australia Inc.

Direct Deposit: BSB 032-087 Account No. 152432 (Reference of: SA18 & Surname or Vehicle Registration)

Enquiries:

Email Entries:

Mail Entries:

ENTRIES CLOSING DATE: 30th JUNE 2018

Concours Information

Friday 19th to Sunday 21st October

Accommodation venues chosen for the 2018 Adelaide Concours are:

Sage Hotel 208 South Terrace Adelaide and the Chifley Hotel 226 South Terrace Adelaide. The phone number for both the Sage and Chifley is 08 8223 2800. The hotels are 2 minutes walking distance apart and 10 minutes' walk to the free tram into the city CBD for shopping, Food venues etc.

- Free off street parking has been provided at each Hotel
- Room rates secured for each Hotel, **Sage** Standard Twin \$145 per night, Executives Twin \$170 per night. Full Buffet Breakfast \$15 extra per day per person, if required. **Chifley Hotel** Standard Twin \$130 per night, King Room \$145 per night. Breakfast Continental Buffet \$10 per person per day if required.
- Free Wi-Fi for all guests.
- Bookings will be held open at these rates up to 30/6/18, after this date, surplus rooms will be at public rates and not secured.
- Each attendee is required to make their own booking and payment directly to the Hotels. To receive the above rates the Attendee is to Quote "TR Register Australia".

Concours Agenda

Friday 19th October

- Arrival and check in at each Hotel
- Registration, Welcome Drink and Finger Food at the Astor Hotel

Saturday 20th October

- Concours Display and Judging
- Presentation Dinner, Sage Hotel in the Orchid Room, from 6pm to 11pm. A three course Dinner with two choices of food for each course, at a cost of \$75 per head. Proposed entertainment, a four piece band, playing Jazz and blues.
- **Theme for the Dinner, come dressed as your favourite 1950's to 1960's Television personality.**

Sunday 21st October

- General meeting, to be held at the Sage Hotel from 9.30am to 10.30am
- Sunday lunch run, departing from the Hotels at 11am Sharp. Venue will be a Pike & Joyce Wines, 730 Mawson Road, Lenswood SA 5240 in the Adelaide Hills. Approximately 1 hrs drive through the Hills. 2 Courses \$65.00 p/person, cash bar.
- Evening Dinner—By own arrangements. Plenty of great eating places in nearby Gouger Street via free Tram.

Concours After Tour Information

Monday 22nd to Wednesday 24th October

Monday 22nd October—Run to the Fleurieu Peninsula

Note: Accommodation for the Monday night is at the Sage or Chifley Motels. People intending to participate in the after Concours tour must book the extra night at the Sage or Chifley Motels when making their initial Concours bookings.

Depart City Motels for a run to the Fleurieu Peninsula for morning tea (pay as you go). Approx. 1 ½ hours. After morning tea Depart for a run to Goolwa (approx. 1hr) for Lunch at a Café (pay as you go). After lunch (mid, afternoon) return to Adelaide city Motels.

Tuesday 23rd October—Run to Riverland and Barossa Valley

Check out of City Motels for a run to the National Car Museum at Birdwood. Cost is \$15 p/car, which allows for a tour of the Museum and exclusive use of the picnic grounds. A picnic lunch at the Museum grounds will be organised (cost TBA). Depart Birdwood mid-afternoon for accommodation check in at the Barossa Weintal Hotel complex in the Barossa Valley town of Tanunda.





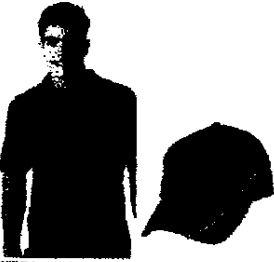
Weintal Motel 235 Murray Street Tanunda (Ph. 08 8563 2303)

Standard room \$159 (breakfast not included) Spa room \$179 (breakfast not included)

Wednesday 24th October—River Murray run.

Run from Tanunda to the river Murray town of Mannum (approx. 1.5 hrs from Tanunda). At Mannum, board the PS Marion (10am) for an all Day cruise along the Murray. Lunch to be served on board the PS. (Full costs TBA depending on number of participants). If the PS Marion is not available or inadequate numbers, then a car run to several river Murray towns, with lunch at a PUB will be organised.

Return in the late afternoon (4pm) for the run back to Tanunda. A farewell dinner or drinks can be organised at the Tanunda Hotel on Wednesday night for those interested. (TBA)

	<i>item</i>	<i>size</i>	<i>price</i>	<i>qty</i>
	BSP09L POLO	(CIRCLE 1) 8 10 12 14 16 18 20	\$35	
	BSP09 POLO	(CIRCLE 1) XS S M L XL 2XL 3XL 5XL	\$35	
	CH21 CAP	ONE SIZE FITS MOST	\$15	
	BSP09L POLO + CH21 CAP	(CIRCLE 1) 8 10 12 14 16 18 20	\$40	
	BSP09 POLO + CH21 CAP	(CIRCLE 1) XS S M L XL 2XL 3XL 5XL	\$40	

NAME: _____

PHONE NO.: _____



John

**Smith
NSW
TR3A**

COMMITTEE MEMBER

Paid Events code

Friday 19th October

2.00-5.00pm - Registration - Panthers Foyer
5.15-6.00pm - 2014 Europe Trip Chifley Foyer
6.30pm - Dinner - OSSO Restaurant Panthers
After Dinner Drinks on The Terrace Panthers

Saturday 21st October

9.00am-3.00pm - Concours - Regatta Centre
10.00am-2.00pm - Bus Tours, from Concours
4.00pm - Committee Meeting - TBA
6.45pm for 7pm start - Presentation Dinner Ron
Mulock OA Room, Panthers - 60's Mania Theme

Sunday 22nd October

8.30am check out - depart accommodation
9.00am - National Club Meeting - Auto Lodge 2
Senta Rd Londonderry. Morning tea & Museum
10.45am - Mountain Run
12.00-2.30pm - Farewell Lunch & TR Display
Mamre House, 181 Mamre Rd Orchard Hills
2.30pm - Farewells or set out on After Tour

Trim/cut ↘

Fold ↗

↓ cut ↓



Jane

**Smith
NSW
TR3A**

Paid Events code

Friday 19th October

2.00-5.00pm - Registration - Panthers Foyer
5.15-6.00pm - 2014 Europe Trip Chifley Foyer
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Senta Rd Londonderry. Morning tea & Museum
10.45am - Mountain Run 12.00-
2.30pm - Farewell Lunch & TR Display Mamre
House, 181 Mamre Rd Orchard Hills 2.30pm -
Farewells or set out on After Tour

↑ 110mm ↓

Fold ↘

← 75mm →

**TR Register Australia 2018 Concours
Budget v Actuals**

Income	Budget		Actuals	
	Qty	Based on 120 people / 60 cars @	Qty	Currently ? people / ? cars @
Sponsorship		\$ 500.00		
TR Reg. Funding		\$ 600.00		
Sponsorship		NSW		NSW
TR Reg. Trophies		regalia		regalia
Patches		NSW		NSW
Medallions				
Friday Night - Dinner	120 \$	50.00 \$ 6,000.00	0 \$	- \$
Saturday Night - Dinner	130 \$	80.00 \$ 10,400.00	0 \$	- \$
Sunday Lunch	100 \$	55.00 \$ 5,500.00	0 \$	- \$
Total Income		\$ 23,000.00		\$ -
Expenses				
Gifts - Entrants	70	\$ 10.00	0 \$	- \$
Judges Lunches	20	\$ 200.00		- \$
Lanyard Printing		\$ 60.00		- \$
Band - Dinner Saturday Night		\$ 800.00		- \$
Hire Marquee 2 tents 3x3 tent with sides - 2 x tables & 8 chairs		\$ 1,000.00		- \$
Council Fees/ground hire		\$ 450.00		- \$
Wat weather Venue		\$ 400.00		- \$
Printing & Stationary		\$ 500.00		- \$
Sunday meeting room		\$ 500.00		- \$
Misc		\$ 800.00		- \$
Bus Hire		\$ 850.00		- \$
Friday Night - Welcome	120 \$	35.00 \$ 4,200.00	0 \$	- \$
Saturday Night - Dinner	130 \$	66.00 \$ 8,460.00	0 \$	- \$
Sunday Lunch	100 \$	45.00 \$ 4,500.00	0 \$	- \$
Total Expenses		\$ 22,810.00		\$ -
Net Difference		\$ 190.00		\$ -

****Reimburment is based on receipt of invoices only ****

*** Invoices are required for all expense ***

TR REGISTER TROPHY LIST :

1. Originality Class -1st
2. - 2nd
3. -3rd
4. Excellence in Presentation Class -1st
5. -2nd
6. -3rd
7. Road Class -1st,
8. - 2nd
9. -3rd
10. Derivative Class -1st
11. -2nd
12. - 3rd
13. Best TR2,
14. Best TR3,
15. Best TR3A
16. Competition Class
17. Encouragement Award
18. Clubman of the Year
19. Editor's Award
20. People's Choice
21. Restoration award
22. Rookie of the year