**AABMS 2019 TASKS COMPLETED/YET TO BE COMPLETED, as of OCT 21, 2018**

**“Who’s Doing What, Where, and When”**

***(tasks yet to be assigned are in italics and underlined)***

**Tasks Leading up to the Meet**

 **DONE/YET TO DO/**

 **VOLUNTEER ONGOING**

1. Book Victoria Park with City of Edmonton (by October 1st): **Michael H DONE**

2. Volunteer Coordination: (all year round)

 a. Recruit volunteers and ensure they are trained and equipped for

 their tasks;

 b. Prepare/distribute updated list of volunteer cell numbers/e-mail

 addresses;

 c. Ensure volunteers are kept up to date re: decisions and events

 that affect them specifically;

 d. Volunteer appreciation (AABFM t-shirts) and feedback. **Will ONGOING**

3. a. Using our Excel spreadsheet from 2018 AABFM,

 e-mail last year’s registrants about registering for 2019 Meet;

 Also, encourage exhibitors to set up displays: **Raymond, Michael DO NOW**

b. Set up and run pre-registration, pre-sales on AABMS website: **Raymond, Michael YET TO DO**

4. Purchase memorabilia, dash plaques, shirts, etc. for sale at Meet: **Michael H ONGOING**

5. Preparation/submission of plans now required by City:

 a. Site Plan: **Michael H YET TO DO**

 b. Insurance coverage showing City as “Additional Insured” **Dennis/Michael H/**

 **Mike Leedham YET TO DO**

 c. Emergency Management Plan: changes + volunteer orientation **Harry YET TO DO**

6. Trophies:

 a. People’s Choice – ballots/trophy supplied by Hagerty: **Dennis YET TO DO**

 b. Long Distance Award – buy trophy and judging mileage: **Howard YET TO DO**

***\*\*\* PROPOSED NEW AWARD: “BEST DISPLAY” ????????? YET TO DO***

7. AABFM Poster and Flyers: (DO IN APRIL 2019)

a. design posters and flyers: **Raymond, Will** **YET TO DO**

b. poster printing: **Mike L** **YET TO DO**

c. flyer printing: **Mike L YET TO DO**

*e. Sponsors banner: (possibly Mike L?) ????????* ***YET TO DO***

f. coordinate poster/flyer distribution (everyone help out): **Howard ONGOING**

***DECISION TO BE MADE: will we continue with the Mechanic feature this year?***

*8. Mechanic (Andrea) to talk on and demonstrate auto mechanics and*

 *maintenance at the Meet:*

 *a. contact and confirm Andrea:* ***??????? YET TO DO***

 *b. promote mechanic feature prior to and at the Meet:* ***(in the flyer) YET TO DO***

9. Media strategy and promotion: **Raymond & Will ONGOING**

10. Sponsors:

 a. Coordinate finding, securing, and invoicing sponsors: **Michael H ONGOING**

 b. Finding and securing Meet sponsors and donations of

 draw prizes for exhibitors, children’s activities: **EVERYONE ONGOING**

c. Receives all prizes donated and brings them to Meet: Howard **ONGOING**

11. Purchase and distribute golf shirts for AABMS Committee

 Members (as may be required). **Michael H** **YET TO DO**

Order and purchase AABFM t-shirts for volunteers: **Jack YET TO DO**

***DECISION TO BE MADE: change design (i.e. use full sized, multi-colored logo) of volunteer t-shirts, to encourage sales of shirts to spectators.***

12. Book Pipe Marching Band: **Michael H YET TO DO**

13. a. Rent and set up P.A. system: **David & Neil YET TO DO**

 (again using a remote mic headset for emcee)

 b. Pick up and return P.A. system: **David DO AT MEET**

14. Provide power generator for extra speakers (if required) **David DO AT MEET**

15. Rent tent(s), tables and chairs as may be required: **Michael H YET TO DO**

***DECISION TO BE MADE: purchase our own tables for courtyard cafe.***

16. Arrange for extra tents (as required) and coordinate tent set up: **Neil & David YET TO DO**

16. First aid support:

Purchase, bring to Meet site: bottled water and cooler of ice: **Harry DO AT MEET**

17. Arrange for Edmonton Food Bank to operate at the Meet:  **Harry YET TO DO**

 Meet and place EFB volunteers on site: **Harry DO AT MEET**

**(Decision** **has been made to place EFB table/tent closer to spectators entrance and food trucks)**

18. Food Trucks

 a. book food trucks and have, if possible, alternate vendors

 available in case of cancellations: **Howard YET TO DO**

 b. advise Michael H which food trucks are attending so he can

 notify City: **Howard** **YET TO DO**

 c. make sure vendors show up, and place them, once on site: **Howard** **DO AT MEET**

 d. print, and distribute two $5 food vouchers to each volunteer

 (at Wednesday Pre-Meet on-site Meeting): **Mike L YET TO DO**

19. Children’s Activities:

 *a. Prepare children’s activity sheets:* ***????? YET TO DO***

 b. Secure small prizes for winners of children’s activities:  **Harry YET TO DO**

(suggest free small bag of popcorn for each completed activity

 sheet, and popcorn/candy gift vouchers for two winners)

 c. Distribute and receive children’s activity sheets: **Arwyn Pennock** **DO AT MEET**

20. ECSCC Membership Booth: **NO LONGER DOING THIS**

21. Coordinate matching up exhibitors with more than one vehicle

 to bring to the Meet, with drivers with no vehicle to bring to

 the Meet. **Mike L**  **ONGOING**

22. Quartermaster: keeps a record of where all AABFM equipment

 (eg. flags, tents, banners, tables, etc.) is stored: **Neil ONGOING**

23. Search out and contact people you know with British cars,

 motorcycles, scooters, trucks, tractors, military vehicles, buses,

 bicycles, miniatures (pedal cars), outboard motors, etc.

 Also, encourage people to set up displays: **EVERYONE - STARTING NOW**

24. Narrator for CTV Morning Live Press Conference on Friday, June 7: **Harry**

**Pre-Meet Site Meeting on the Wednesday Before the Meet (Mandatory)**

1. Tour of site for all volunteers: **Michael H**

2. Emergency Management Plan Orientation: **Harry**

3. Wednesday Night Ice Cream Run following Meeting. **Everyone**

**Tasks for Friday, the Day Before the Meet**

Receiving and overseeing erection of rental tent(s), & store tables

and chairs in tent: **Michael H**

**Tasks for Early Saturday Morning on the Day of the Meet**

1. Field Marshall and Volunteer Coordinator: **Will**

*2. Erect feather flags along River Road:* ***Howard & ????????***

3. Tent, chair and tables placing and set up:

 a. Coordinator - tent, tables, chairs siting, and set up: Will

 b. Set up tent(s), tables, chairs as required for Registration,

 Information/Memorabilia sales, and Edmonton Food Bank: **EVERYONE**

*4. Set up Mechanic’s Display (if required):* ***????????***

5. Meet and place Edmonton Food Bank volunteers: **Harry**

6. Purchase and place first aid supplies (bottled water, ice) **Harry**

7. Purchase oil drip mats, and deliver to Registration Desk for

 distribution: **Jack**

**Tasks During the Meet**

1. Field Marshall and Volunteer Coordinator: **Will**

2. Directing vehicles to Registration; and directing trailers where **Bob W, Steve C,**

 to park: **& Zack Small**

3. Event Photographers: **Bob W & David C**

3. Site Plan and placement of vehicles on the field:

 *a. Develop Site Plan, and Plan Coordinators: M****ichael H & ????***

 b. Vehicle Placement Marshals: **Steve Chambers & Bob Small**

 **Kerwin Mandrusiak: Land Rovers**

c. place Food Trucks, as per plan: **Howard**

4. Registration Table:

 a. Set Up and Run Registration: **Gerry Borle, Mike & Edith Spencer**

b. Provide print out of pre-registered entrants: **Michael H**

*c. Provide Registration Table supplies (goodie bags for*

 *exhibitors, pens, highlighters, paper):* ***????????***

5. Information / MemorabiliaTable – 11:00 to 4:00

a. Coordinators: **Sandy Lavoie, Dee Crawley**

 b. Possible Volunteers:

 **Sandy Lavoie, Dee Crawley, Mike L**, **David C, Jack Chevalier (1-3pm), Arwyn Pennock (and friend?), Neil, Steve C, Kerwin M, Raymond, John P, Tom Hubercheck, Elaine Hubercheck.**

NOTE: Thesevolunteers from last year have yet to be confirmed for this year. As well some of the people listed (i.e. Mike L, David C, Neil, Steve C, Kerwin) are already doing a huge amount of work on the day of the Meet, and I’d like to recuse them from Tent duty.

So … if you, or any of you having a friend, spouse/partner/significant other that would be willing to spend one hour volunteering in the Information / Memorabilia Tent at the Meet please let me know. Volunteers receive training (takes about one minute), an AABFM volunteer t-shirt, and food vouchers.

Once Information / Memorabilia Tent volunteers are confirmed **Will** will make up and distribute a volunteer schedule.

6. Collect, maintain custody of, and bring draw prizes down to Meet: **Howard**

7. Master of Ceremonies: **Harry**

8. Distribute and receive children’s activity sheets: **Arwyn Pennock (and friend?)**

9. Ensure orderly exit of exhibitor vehicles: **Bob W, Steve C & Zack S**

*10. 4:00pm collect vouchers from vendors for reimbursement by Michael:* ***?????***

11. Take down & clean up **EVERYONE**