

RTP Corvettes  
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## Car Show Committee Charter

The Car Show Committee assists the Vice President of the Board of Directors to satisfy the **By-laws obligation as set forth in Article IV, Section 2 more specifically “The Vice President is also responsible for events that support the club’s non-profit, charitable organizations” and to meet a part of the club’s mission, i.e. “to support charitable events through the exhibition of club member vehicles**

**Desired # of Members:** 3 or 4. The committee is responsible for planning and organizing the annual car show. This core group will seek and support volunteers to perform tasks on the day of the car show.

**Annual Time Commitment:** 15 – 20 hours depending on the extent of changes to previous year’s car show design and how work is divided amongst the core committee

The Car Show provides members the opportunity to bring together Corvette and other car owner enthusiasts to exhibit their cars and have a fun time with other car lovers while raising funds for a charitable cause. The Committee is charged with designing, planning and organizing a car show that historically has included all makes/models, but features Corvettes.

The committee shall obtain major sponsors to defray costs of the event not covered in the Club’s annual budget approved by the membership. The committee will work with a single charity that will receive directly all proceeds. Sponsorship and other funds are not deposited in an RTP bank account. This is done in order to provide a tax benefit to sponsors and participants as we are a social non-profit organization and contributions to RTP are not tax deductible; this also simplifies our fiscal management. The committee should work with the charity regarding any specific controls they may want in place regarding handling of money.

Any contracts/proposals that must be signed with vendors are required to be put before the Board and membership for approval.<sup>1</sup>

### Time Line

6 – 9 months prior to the event:

- Determine type of car show, e.g., open all vehicles, all Corvettes, etc.
- Identify major sponsor(s) / partners and charity.
- Select a date and location for the event.
- Review the design and feedback from the previous car show and identify any changes / ideas for the upcoming show.
- Develop a time line for major milestones, such as core committee meetings, soliciting other sponsors, volunteer meetings.
- Determine major cost items trophies, site costs, DJ or other entertainment activities and who will defray those expenses.

#### 4 months prior to event

- Prepare detailed event project plan.
- Solicit sponsorships.
- Finalize judging and trophy design.
- Finalize entry fees and raffle items and associated ticket prices
- Finalize activities and attractions for children and participants.
- Finalize design of car show opening and closing.
- Identify and obtain commitments for vendors, such as car dealer partner's preferred vendors, Car Cosmetology, etc.
- Develop marketing plan and finalize flyers and other promotional materials
- Test / implement on-line registration (optional)

#### 3 months prior to event:

- Design site set up.
- Market car show.
- Finalize ballot design, registration packets, on-line registration.
- Solicit door prizes.
- Develop and implement recruitment of volunteer day-of-show support.
- Order trophies.
- Ensure charity understands their role and duties.

#### 2 months – 2 weeks prior to event:

- Conduct core committee checkpoint reviews.
- Finalize volunteer support.
- Conduct meeting to update volunteers on the show and what is expected of them to ensure that every one is comfortable with their role(s).
- Package up door prizes.
- Check out trophies and materials for car show.

#### 2 days prior to event

- Stage materials for event
- Confirm schedule for day of show with all volunteers
- Begin prayers and sunshine dances for good weather

#### Day of Event

- Roll with the unexpected and have a good time.

<sup>1</sup> By-Laws Article V, Section 1 "The members of the Club, the Board of Directors, past, present or future shall not make contracts, agreements, partnerships, and or sponsorships without the full agreement of the Board and the membership. A proposal shall be made to the membership and a copy thereof shall be included in the notice of the next meeting of the members. Two-thirds of the quorum qualified to vote is required to accept the proposal." A quorum will be established at the January meeting based on the average attendance of the prior year's meetings. If a quorum is not met the proposal will be tabled until the next meeting."