



Guide for organising a one-day event

Thank you for offering to organise an event for the South East Section's Calendar. We hope that you find this an interesting experience.

There are a few things to be considered before the day and on the day itself. We hope this will simplify the process for you.

Firstly, we will always arrange for a named member of the Section Committee to work with you and to offer support and help.

Now, you may need to look at:

1 The available parking at the venue:

Is there room for cars and trailers? If it is a venue open to the public it might be helpful to check whether there is a possibility of the eligible cars being parked in a dedicated area.

2 Catering and other costs

Will you be planning a picnic event, an event where the meal is included or offering a choice? If you are planning to include a meal you will need to negotiate with the caterers and check how and where this will be served. If a meal is optional then they will also need to know that there could be a number of meals required on the day. An area near or with the cars should be available for picnics. You will also need to consider any Entry Fee required. This must cover all the costs incurred in the organisation of, planning of and participation in the event, and a planned contribution to the funds of the Section. (see Note 9)

3 Arrival and Departure

Some venues are best approached and exited from one direction, especially if they are on or near busy roads, or have difficult approaches (e.g. steep hills) from one direction. This should be noted in the directions given either in the flier or to participants who have registered.

4 Routes

If you are planning a drive as part of the day these need to be planned well in advance as the committee has to be sure that the event has the approval of the Motor Sports Association (MSA) in the form of an Exemption Certificate, for insurance purposes. The form for this is available for downloading from the Club website. The MSA will issue a Certificate, for a fee of about £21 (2012) that must be available on the day with the registers. If you are including coffee stops/visits on the route you will need to check Entry Fees and catering costs as before.

5 Signing-On Forms

The registers may be downloaded from the VCC website or a member of the committee can ensure they are emailed to you. There are two types to be used. The first is for the owners and drivers of the car, whilst the second is for the marshals on the day. There are two purposes for these. The first is for the award of Club and Section trophies. The second is, once again, for insurance purposes. We would also like the drivers to fill in a Rally Entry Form ('Blue Form') giving details of the car, where possible. This is also available from the VCC website.

6 Fliers

We endeavour to send out a limited number of mailings for fliers in order to keep down the cost of postage. It would help if you could prepare your flier at least three months in advance so that it

may be included in a batch mailing or e-newsletter. If you email the flier to the Section Secretary, s/he will ensure it is included at the first opportunity. Make sure you have all the relevant information on it, e.g. Date, time, venue, type of event (static, with a planned route, picnic/meal) cost etc.

The booking slip should include the name of the driver **and guests**, address, contact phone number and email address (where available). The cost of the event should be clear, the number attending and any special requirements identified, plus the amount of money sent in noted.

7 Expenses

You may claim expenses of **up to £50** for planning a day's event. This will include the cost of planning the route and incidental light refreshment. Please remember that the South East Section has to comply with all relevant HM Revenue and Customs legislation with respect to expenses and other costs incurred in running any event. Expenses must be wholly and exclusively incurred for the purposes of organising the event. The cost of printing the flier and postage will be met by the committee. If you need route details printed also this may be arranged. We aim to use email and the website increasingly to reduce costs.

If you are intending to give out gifts you should remember that these are not free. The cost must be factored in to the cost of the event to the participant. The cost to the event for each participant should be within a limit of 5 – 10% of that cost.

You must provide receipts for any expenses or other costs associated with the event that you wish to have reimbursed. Receipts should be in the form of an invoice issued by the supplier of the goods purchased or services supplied for the event and contain, as a minimum, their name, address, the nature of the goods purchased or services supplied and be dated. If possible the invoice should be addressed to VCC South East and any VAT element included in the cost should be identified if appropriate.

8 Sponsorship

If you are fortunate enough to have a sponsor for any part of the event, the name of the person/company must be clear, unless they have requested otherwise. They have been generous to us and we should acknowledge their contribution.

9 Profit

The committee is mindful that all events should make a contribution to the funds of the section. Although we aim to keep Section administration expenses to a minimum there will always be costs that have to be covered by the events we run. We aim to maintain the balance in our section account at a fairly constant level from year to year. For this reason, we ask that you aim to make a planned contribution to the funds of the section of **approximately £100 per event** to help cover these administration expenses so that we, as a club, can continue to offer a wide and varied selection of events for our members to enjoy. If the event is small then this may be negotiable, but, on the other hand, a very well attended event might be expected to exceed this. When you are considering the charge for your event, you must ensure that all costs, expenses, gifts and profit are factored in and shown in the accounts.