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**NATIONAL ROAD RUN GUIDELINE**

**AND JOB ASSIGNMENTS**

AMCA National Road Runs are gatherings of members in certain scenic areas of the country for the sole purpose of riding and enjoying antique motorcycles together. Although National Road Runs follow the club’s 35-year rule, members 65 years of age or older may ride any year motorcycle on national road runs.

Sponsoring chapters are entitled to $500 allowance from the National, however, road run shirts, pins, etc., may be sold by the chapter. National Road Runs usually last three to four days and are not limited to weekends. Each day has a specific itinerary and route planned and the culminating event for the National is a banquet. It is preferable for chapters hosting a National Road Run to have members who have previously participated in other road runs to assist in the organization.

Proposals for National Road Runs must be in writing with the full details of proposed dates, destinations, and accommodations. Proposals must be submitted to the National Event Coordinator by February 1st two years prior to the desired event. Past history of conducting a National Road Run is no guarantee that an event will be awarded. Chapter that conduct a National Road Run can only apply for another one every four years.

**RIDER PRE-REGISTRATION**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Rider participation is primarily achieved through online registration on the AMCA website, [https://antiquemotorcycle.org/RoadRun](https://antiquemotorcycle.org/index.php?page=road-run-pre-registration)
2. Sponsoring chapters are welcome to take written applications but are encouraged to use AMCA’s online registration exclusively to better track entries with a date and time stamp. A full account of monthly entries is sent to the sponsoring chapter along with 100% of the entry fees.
3. All Riders on an AMCA National Road Run MUST BE AN AMCA MEMBER.
4. The sponsoring chapter’s representative will receive an instant copy of each online registration. Upon receipt, the representative must reply to each registrant with a confirmation email welcoming the registered rider, confirming the order, a tentative schedule of events, motel/campground information.

**REGISTRATION PACKETS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Create a registration packet for each pre-registered rider. The packet is to be labeled with name and address of applicant, a list of all tickets enclosed plus the number and size of any T-Shirts ordered. Tickets can be substituted by wristbands.
2. The packet will contain: name badge/ribbon, the Road Run Itinerary, daily route sheets including maps, voucher for T-shirt and size ordered, meal tickets (breakfast, lunch and/or dinner) banquet ticket(s), special places visited tickets (museum, photo shoot, tours, etc.)
3. Store the packets alphabetically.
4. Registrants must sign a Release of Liability waiver prior to receiving packet.

**PARTICIPANT FEES**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Make sure to cover the cost of banquet facility, meals, special events, T-shirts, caps, pins, etc. in the Road Run package.
2. Passenger fees should cover meals, special events and T-shirts.
3. Road Runs are not fundraisers. Road Runs are fun, but do not go in debt.

**MAPS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Maps should be clearly written. Mark route numbers and road signs. Do not use colored ribbon or balloons. The preferred method would be painted arrows on the road surface, but only with permission from the State Department of Public Safety. The national standard marking paint is bright pink for directions.
2. Map should include telephone number of host hotel, name of contact person and/or sweep truck cell phone number.
3. Provide supplemental road maps (provided by local Chamber of Commerce.)
4. Maps of the area and route sheets should be made available to participants upon their checking in at Registration allowing them time to plan their rides.

**ROUTES**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. There should be many gas stops. Highlight directions if there is a long stretch between gas stops.
2. Mileage is approximately 75 to 150 miles per day. Provide extra route options to either lengthen or shorten rides.
3. Group stops are great each day. Offer vouchers for attractions, museums, meals or snacks.
4. Go over route no less than two weeks before the Road Run to ensure roads are open and passable (no major construction) and safe.
5. Ideally three teams consisting of a Road Captain, and two Ride Support Riders (9 riders total) will accompany three groups of participants (limit maximum 30 per group.)
	1. This will allow those participants who do not wish to keep up with maps to simply follow a leader.
	2. Groups should depart in 30-minute intervals.
	3. The Road Captain will lead the way while the two Ride Support bikes assist participants who lag behind and have mechanical trouble. The Ride Support staff can be the ones to call for the Sweep Truck if needed.
	4. All Road Captains and hopefully all Ride Support riders should have pre-ridden the routes.
6. About half of the participants in National Road Runs will break off into their own groups or ride solo and that’s perfectly fine. The organized groups are simply an added benefit for those who prefer a tour guide.

**DAILY MADATORY RIDER MEETINGS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Rider meetings can be held the night before Day 1 Ride or at the designated daily assembly area. If you utilize Groups, hold a separate meeting prior to each group. The Road Captain can lead his or her group’s meeting.
2. Go over routes, gas stops and availability of good places to stop. Stress safety and to honor all posted speed limits. Note any potential danger areas along the route such as steep inclines or tree covered turns where fallen leaves could be a factor.
3. Allow time for Question and Answer from participants.

**DISPENSING REGISTRATION PACKETS TO RIDERS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assisted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Transport the registration packets and all items required to a registration area (hotel room, hospitality tent, camping pavilion, etc.) The covered area should be no less than 30’ x 40’ .
2. Establish a site for the registration and distribution of packets. The site should require enough room for two 8’ tables and four chairs for Registration team. One table will be used for registration and the other for storage of T-shirts and miscellaneous items. Dispense the packets alphabetically from boxes or tubs to eliminate long waiting lines.
3. Provide all of the necessary registration forms, tickets, name tags/ribbons for walk-ups who did not pre-register, even if it is a sold out event. Almost always there will be no-shows and walk-ups even if the event is declared sold out. You are under no obligation to accept walk-ups, but if you do, carefully consider your meal obligations.
4. Recruit assistants to dispense registration packets, T-Shirts, gift bags, general information and any other promotional material. The registration area will have to be staffed for the first 2 days of the Road Run. The first day (arrival day) requires the most staff as the registration packets and T-shirts will be dispensed on that day. The second day will assist late arrivals, walk­up registrations and T-shirt sales.
5. CONVENIENT ITEMS FOR THE REGISTRATION AREA
	1. Stapler, staples, masking tape, scotch tape, duct tape, pens, pencils, Sharpie’s, rubber bands, paper clips, display stand for the Road Run T-Shirts. MOST IMPORTANT; Have all of the materials required to create on-site registrations: registration form, tickets for meals and special events, Road Run Itinerary, extra name tags, Road Run maps in plastic covers.

**HOTEL / CAMPING / RESTAURANT BANQUET ACCOMMODATIONS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Locate accommodations and negotiate the most favorable rates. In most instances, a facility should have a block of 125 rooms that will be available at the special rate up to a specified cutoff date. The facility must also be capable of serving a banquet for 180 people. If accommodations at host hotel are expensive, alternate lodging should be available at a lower rate. AMCA members are looking for a nice place. This is their vacation ­ don't be cheap.
2. Arrange for secure motorcycle parking area if the facility has interior rooms.
3. Arrange for trailer, truck and RV parking. Expect at least 50 trailers at the hotel and a dozen motorhomes or travel trailers at the campground.
4. Arrange for a banquet room.
5. Locate area for riders to socialize after each days ride.
6. Arrange registration area.

**SPECIAL EVENTS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Establish date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Determine Menu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Provide Ticket Control: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTINENTAL BREAKFAST**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Establish dates and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Determine Menu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RIDER ORIENTATION MEETING**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date and Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Projector or White Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Maps for projector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. PA System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Contact Local Law Enforcement Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Contact Chamber of Commerce for maps, possible interest and involvement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Contact local merchants to seek out meals specials for members in local area or on route for lunch or dinner stops: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact motorcycle dealers and shops for gift bags: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Day 1 Route Description and Highlights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Day 2 Route Description and Highlights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Day 3 Route Description and Highlights: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sweep Trucks**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange for two sweep (trouble) trucks daily; one early and one later.
2. Driver Truck #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Driver Truck #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Make sure that Sweep Truck has seating for as many bikes the truck can carry, accounting for the drive and assistant.
5. Truck #1 should follow the route approximately 15 minutes after the last group leaves the assembly area. Truck #2 should not leave until a couple of hours after Truck #1, to be determined by need. In some cases it might be best to keep Truck #2 at base camp until needed.

**SWEEP TRUCK TRAILERS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange for the following emergency equipment:
	1. Cell Phone for each truck
	2. Route sheets and maps
	3. Gas
	4. Oil
	5. Fire extinguisher
	6. First aid kit
	7. Tools
	8. Wire
	9. Electrical tape
	10. Air tank
	11. Jumper cables
	12. Tie-down straps (including soft ties)
	13. Miscellaneous bolts
	14. Can of Tire-fix
2. Sweep Trucks main responsibility is the safety and recovery of broke down bikes, not a repair truck. If a bike can quickly be assisted with gas, jump or quick fix, getting them back on the road may be quicker. You can wait up to 15-minutes for repairs but you must get back on the road so load the bike and proceed.

**BANQUET**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Buffets are good for banquets. Make sure there is enough food. AMCA members are hungry. Arrange for the following:

1. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Social Hour / Cash Bar Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Banquet Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Menu: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Ticket Takers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Trophies, Awards and Door Prizes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Awards Presenter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Drawing for Door Prizes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM BOOKLET**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Sponsors
2. Program of events

**AWARDS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Present the following awards: Obtain Name, Chapter, Make, Model and Year of Motorcycle.
2. Hard Luck: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Oldest Motorcycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Oldest Rider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Youngest Rider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Oldest Combined Age of Rider and Motorcycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Longest Distance Ridden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Longest Distance Hauled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Most Unique Motorcycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. Announce all AMCA Chapters in Attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GIFTS FOR GIFT BAGS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Solicit gifts / door prizes from local merchants, motorcycle dealers and shops. Suggestions: Motorcycle related items (kickstand pads, key chains, bandana, patches, tools, etc.)
2. Organize a bag stuffing party in the days prior to the event so bags are ready for distribution at the opening of registration.

**EQUIPMENT TRANSPORTATION**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange for transport of tool bags, trophies, awards, give-away items and sweep truck equipment.

**MOTORCYCLE PARKING AREA**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cones
2. Signs
3. Chapter banner

**TRAILER PARKING AREA**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange for trailer, truck and RV parking. Expect at least 50 trailers at the hotel and a dozen motorhomes or travel trailers at the campground.

**NAME BADGES**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. AMCA Executive Director will ship National Meet Ribbons, Name Badges and Holders to Chapter contact.
2. It is a nice touch to print the name tags. Instructions are included with ribbons.

**SHOPPING TOUR (Optional)**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange for Passenger Van or Bus
2. Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Lunch Reservations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT T-SHIRTS**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Arrange Design & Colors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. It is suggested to have one color shirt for event and a separate bright color shirt for support staff.
3. Select Shirt Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Date order placed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Delivery Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Quantity required to fill Road Run Registration orders:

SM: \_\_\_\_\_ MED: \_\_\_\_\_ LG: \_\_\_\_\_

XL: \_\_\_\_\_ 2XL: \_\_\_\_\_ 3XL: \_\_\_\_\_

1. Quantity required to fill Staff needs:

SM: \_\_\_\_\_ MED: \_\_\_\_\_ LG: \_\_\_\_\_

XL: \_\_\_\_\_ 2XL: \_\_\_\_\_ 3XL: \_\_\_\_\_

1. Staff Caps (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSURANCE**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Complete the “Request for a Certificate of Insurance” form, which comes in the package of ribbons and nametags.
2. Scan and email form to J.C. Taylor.
3. Within two business days, a “Certificate of Insurance: will be mailed out to you.
4. A “Certificate of Insurance” must be on-site for the Road Run.

**POST EVENT REPORT**

Responsibility of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Following the event, a National Event Report is required to be sent to the AMCA Treasurer. Although there are now National fees applied, the club tracks each events financial reports for historical purposes.

**Fees:**

1. Suggested $125 per Rider
2. Suggest $85 per Passenger and includes lunches, banquet and T-Shirts.
3. Banquet $30 (ask for tax to be included)
4. Lunch: $15 (per day) = $45 (ask for tax to be included)
5. T-Shirts: $10
6. Gift Bags: $10
7. Sweep Truck Fuel: $3
8. Trinkets for bike: $10 (medallion, etc.)

Estimated Total: $108

This leaves $17 Hospitality per head for unexpected charges. Example: is host hotel does not offer continental breakfast; you can supply donuts and coffee in the mornings.

*Registration fees do not include hotel accommodations. Any registration taken within or at an event may not include T-shirts, gifts, and/or meals.*

Please call me and I can run down the details of how our chapter handles the fees. Every chapter does it a little differently. We don’t try to make money and still come out ahead each time.

Rick Najera, National Meet Coordinator

Cell: (415) 215-0623. If I do not answer, please leave a message and I will return your call.