

Gold Wing Road Riders Association



Wing Ding Operations Handbook

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Gold Wing Road Riders Association
Wing Ding Bike Show / Bike Judging
Preparations

OVERVIEW

The following information is intended to assist those in charge of the Bike Show Classification, Safety Inspection, Setting Up Show Area, Bike Judging, Scoring, and Awards Presentation.

The District that is asked should work closely with their Region Director or Assistant Region Director and set up who is going to be the Coordinator of the event. When this is decided, the **Coordinator should then start gathering all the information he can obtain from the National Staff about when and where the Bike Classification and Safety Inspection and the actual Judging will occur.**

The Coordinator or his/her appointed individual(s) will put together all the forms and /or paper work needed for this event and make sure there are plenty of copies of everything needed.

Schedule individuals to be available for Classification and Safety Inspections. It is suggested that you use Rider Education personnel for the Safety Inspection because they know and understand how the equipment on a motorcycle should operate.

Coordinate Bike Show Judges, (you may use some or all of the people that worked Classification and Safety Inspections). It is recommended that the judges work in teams of four and have enough teams so that each team only judges two classes. If a class is very large, you may want to have a team only judge one class.

The scoring portion is very important part of the event and will require six people from the start of Classification & Safety Inspection until the time the Awards are handed out.

It is recommended that more people be asked to help than may be needed just in case someone cannot make it for whatever reason. It is also a good idea to ask for volunteers from other Districts in your Region and/or neighboring Region. This way you get a good combination of people.

Enclosed in this packet of information are some suggested instructions for the Bike Show Competition. These instructions, plus a copy of each of the forms to be used during the event should be put into a packet and be distributed to each volunteer to look over, before going to Wing Ding.

Make up ahead of time, copies of all forms needed for the Bike Show and hand carry them to Wing Ding.

Special Note: After the Judging is completed, fill in two copies of the Bike Show Placing Forms. One for passing out the Awards and one for the National Staff Photographer, so he has the information he needs for the Winners Photographs. Give all paper work to National Staff.

SETUP

Setup Classification area and Safety Inspection area. Keep in mind the flow of traffic and convenience to Bike Show Participants. Have all the needed forms and paperwork ready so there are NO DELAYS.

Verify that all Bike Show Participants are registered (check arm bands).

Give participants a copy of the Bike Classes, have them verify that they are in the proper class. Any discrepancies should be settled by the Classification Judge.

MANPOWER REQUIREMENTS

Classification	8 people / 4 classification periods	32 people total
Safety Inspection	4 people / 4 classification periods	16 people total
Bike Show Judges	40 people	40 people total
Scoring Judges	6 people	<u>6</u> people total
		94 people total

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

Gold Wing Road Riders Association Wing Ding Bike Show / Bike Judging Instruction For Judging

These instructions/guidelines for the Bike Show Competition were written for those people that may not have been judges before, or for those that may need some additional information to help with judging. These instructions are generic and are intended as guidelines.

SAFETY/RIDEABILITY

Include Lights (headlight/s high/low beam - taillight/s - turn signals - brake light(s) - emergency flashers - running or clearance - driving or fog - accessory). Note: Points will be deducted for non-operating lights. Brake pedal & lever operation, Clutch lever operation, Throttle operation, Horn, Mirrors, Windshield (visibility), Tires (extra points for new tires will not be given over normally worn tires that are in good condition), points will be deducted for badly worn, balding or cupped, cracked or cut tires. Tread depth should be at least 1.5 mm (front) and 2.0 mm (rear) another way to measure tread depth is to insert a penny in the tread with Lincoln's head towards the center of the wheel and if you can see the top of Lincoln's head the tire should be replaced. Front and rear tires should match. Example - If front tire has raised white letters, so should the rear, also should have the same brand front and rear. Note: This may not be possible on sidecars or trikes.

Trailers Deduct points if the safety chain are of improper strength, have improper fasteners, or are worn from dragging on the pavement, or if there are none. Also check the coupler condition and the tightness of its fit to the ball, plus is the coupler pinned or locked in the closed position.

Award 1 (one) bonus point; for each of the following items: CB RADIO, FIRE EXTINGUISHER, FIRST AID KIT (not a box of band aids), and EXTRA DRIVING LIGHTS.

These bonus points will be added or deducted during the Safety Inspection and will be on the Bike Show Judging Form.

CONTINUITY

Definition: The state or condition of being smoothly continuous throughout, fitting together.

This is very subjective category; Chrome, paint and accessories may be added to enhance the appearance and give the bike that personal touch. Anything that is added or changed should be done so "tastefully", not added or changed for the sake of adding something else to the bike. Was the same effort and thought that was put into the front of the bike also put into the rear? Does the rear or sides have more detail than the front or vice-versa? Continuity does not mean that all the accessories on a bike have to be the same brand. Several brands of accessories can be used and look good together. Over all does the appearance of the bike look good, neat and uniform, not gaudy or overdone.

PAIN AND ACCESSORY QUALITY

All Paint should be judged for quality, brilliance and care. Custom paint and or pinstriping should be free of defects and should be of the same theme or style. All stock colors should be judged the same. **EXAMPLE:** Red paint should not be given more points than brown just because your personal preference is red. The age of or mileage on a bike must be taken into consideration. **EXAMPLE:** If you have two 1986 bikes in the same class and one has 80,000 miles on it and the other one has 35,000 miles on it and the paint quality is the same on both bikes more points should be given to the bike with the most miles on it. Points should be deducted for scratched, chipped, faded, mismatched or neglected paint.

ACCESSORIES

Chrome and other items should be of good quality and fit properly. All accessories should flow together and enhance each other and the bike as a whole. It is expected that the owner will replace or repair defective items if he or she is going to enter the bike show and be competitive.

CLEANLINESS

Cleanliness is pretty much self-explanatory. However, here are some examples of things to look for when checking a bike over to see if it has been cleaned well.

Look and see if both tires have been cleaned and if they have raised white letters are they white, yellow or discolored. At the same time you can check to see if there is road or brake dust on the wheels and have the wheels been polished. When looking at the tires and wheels you can also observe the rear axle housing and drive shaft tube to see if they clean or has the mufflers, and/or exhaust extensions been taken care of, are the mud flaps dirty and so on.

From the top side look in all the nooks and crannies, look down through the handle bars to the front tire, look at the air vents, control buttons on handle bar and instrument controls. Check the drivers and passenger pegs or floorboards, frame and engine. Check for bugs or dirt on the windshield or other exterior parts.

If you really want to get picky you can check the under side of the engine, backside of the rear shocks, top of the center stand or do the antenna/s have little specks of bugs on them? This could go on and on but it is hoped this will give you some ideas of things to look for. Award and/or deduct points accordingly.

OVERALL APPEARANCE

Judge this category by evaluating the Overall Appearance of the motorcycle does the design and use of accessories flow smoothly or is it hit and miss? Is the appearance pleasing to the eye?

MILEAGE

For the purpose of bike judging, mileage will be based on the average of 6,000 miles per year, regardless of the date when the bike was purchased. Points will be given as follows, FOR MILEAGE ABOVE THE AVERAGE (6,000) one point will be given for each 6,000 miles above the average for that year bike. Mileage greater than half (3,000 miles) toward the next 6,000 mile increment will be given a point.

EXAMPLE: Let us suppose bike 4 years old has 33,418 miles on it. (4 years X 6,000 miles = 24,000 average miles) bike mileage 33,418 - 24,000 average mileage = 9,418 extra miles. 1 point for 6,000 miles above average, and 1 point for the 3,418 additional miles (over half) = a total of 2 extra points for extra mileage will be awarded to this bike.

Mileage will be used as a tie-breaker encase of a tie.

**Gold Wing Road Riders Association
Wing Ding Bike Show / Bike Judging
Suggested GWRRA Bike Show Rules**

Bike classification will be determined by the engine size and paint scheme only. The number of accessories is not a factor in the classification process. Absolutely nothing will be shown on or around the motorcycle, such as mascots, nameplates, plaques, first aid kits, music playing, flashing lights etc. (except those bikes shown in classes 13, 17, 22, 26, 30, & 34 “Special Show”).

A classification time schedule will be posted at the rally site and any bike not classified by the final classification hour will not be permitted to show. A bike can only be entered in one class. During classification, the Safety portion of the scoring will be judged.

The bike must be in the show area by the designated time to be judged. Once the bike is in the show area, there will be no more cleaning allowed. Bikes must be placed on their center stand. Judging will be done by a team of judges; judging the following categories.

A)	Safety	Determined By Safety Inspection
B)	Continuity	30 points maximum
C)	Paint & Accessory	25 points maximum
D)	Cleanliness	20 points maximum
E)	Overall Appearance	20 points maximum
E)	Mileage	(used as tie breaker)

There will be no interference with any of the judges. Interference with the judges will disqualify the bike from the show.

Note:

The organizer of the bike show may add/delete or combine bike classes but because of the importance of standardization, the bike show rules, classification rules and scoring sheet/rules should be used as suggested in this guidebook.

Gold Wing Road Riders Association Wing Ding Bike Show / Bike Judging GWRRA Bike Show Classification

- | | | |
|-----|---------|--------------|
| 1. | GL-1000 | Stock |
| 2. | GL-1000 | Custom |
| 3. | GL-1000 | Show |
| 4. | GL-1100 | Stock |
| 5. | GL-1100 | Custom |
| 6. | GL-1100 | Show |
| 7. | GL-1200 | Stock |
| 8. | GL-1200 | Custom |
| 9. | GL-1200 | Show |
| 10. | GL-1500 | Stock |
| 11. | GL-1500 | Custom |
| 12. | GL-1500 | Show |
| 13. | GL-1500 | Special Show |
| 14. | GL-1800 | Stock |
| 15. | GL-1800 | Custom |
| 16. | GL-1800 | Show |
| 17. | GL-1800 | Special Show |

Notes:

***Stock** = Stock paint & pinstriping (as from factory)

***Custom** = Stock paint, custom pinstriping and/or etching.

***Show** = Painted murals and/or custom paint.

***Special Show** = Patterns, designs or scenes applied by Air Brushing. Can be shown with music, animals, special lights, carpet, plaques, mirrors, mascots, fences or other displays.

Note: Artist's Logo is not considered as a mural or Air Brushing.

Motorcycles may be entered in only one class.

- | | | | |
|-----|----------------|------------------------|---|
| 18. | Bike & Trailer | Homebuilt | Gold Wing with home built trailer |
| 19. | Bike & Trailer | Factory - Stock | Gold Wing with factory built trailer Stock* |
| 20. | Bike & Trailer | Factory - Custom | Gold Wing with factory built trailer Custom* |
| 21. | Bike & Trailer | Factory - Show | Gold Wing with factory built trailer Show* |
| 22. | Bike & Trailer | Factory - Special Show | Gold Wing with factory built trailer Special Show* |
| 23. | Sidecar | Stock | Gold Wing and sidecar Stock* |
| 24. | Sidecar | Custom | Gold Wing with sidecar Custom* |
| 25. | Sidecar | Show | Gold Wing with sidecar Show* |
| 26. | Sidecar | Special Show | Gold Wing with sidecar Special Show* |
| 27. | Trike | Stock | Converted 3 wheel Gold Wings Stock* |
| 28. | Trike | Custom | Converted 3 wheel Gold Wings Custom* |
| 29. | Trike | Show | Converted 3 wheel Gold Wings Show* |
| 30. | Trike | Special Show | Converted 3 wheel Gold Wings Special Show* |
| 31. | Valkyrie | Stock | Valkyrie Stock* |
| 32. | Valkyrie | Custom | Valkyrie Custom* |
| 33. | Valkyrie | Show | Valkyrie Show* |
| 34. | Valkyrie | Special Show | Valkyrie Special Show* |
| 35. | Open Class | Street Bikes | Non-Gold Wing/Valkyrie, 650cc or less |
| 36. | Open Class | Cruisers | Non-Gold Wing/Valkyrie, 650cc – 1100cc |
| 37. | Open Class | Touring | Non-Gold Wing/Valkyrie, over 1100cc |
| 38. | Open Class | All Others | Non-Gold Wing/Valkyrie, anything with wheels |

Gold Wing Road Riders Association
Wing Ding Bike Show / Bike Judging
GWRRR Bike Judging And Safety Inspection

CLASSIFICATION:

It is recommended that two to four people who are knowledgeable of the different bike classes be selected to do the classification process. Obviously, the more knowledgeable the judges are, the less the controversy or disagreement you may have during your event. It is further suggested that one person be selected who is not a judge but who is very familiar with the classification process, to serve as the final decision maker in the event of a dispute over classification. It is helpful to have all information regarding bike classification available for the participant to review prior to the classification.

When the motorcycle has been classified, the class number, headlight sticker number, year of the motorcycle, mileage and participant's name, District and Chapter should be recorded on the bike judging form. If you are combining a safety inspection as part of the judging process, you may want to consider giving the completed form to the participant with instructions to take their bike to the safety inspection area.

SAFETY INSPECTION:

The participant will give the safety inspectors the judging form and the safety inspection begins. You may use a form similar to the example provided in this guidebook. Note the safety inspection form also includes a section for the "optional" safety equipment inspection.

After the safety inspection has been completed, the point total should be transferred to the bike judging form. The safety inspection team should maintain control of the completed forms and turn them over to whoever is in charge of the bike judging.

In the event of a tie between two or more bikes within a certain class, mileage is a good way to break a tie. The bike with the highest mileage would be awarded one point, thus breaking the tie.

Bike show competition should be fun! As such, it is important that the process be done in a professional manner and with respect for all participants. Consistency in the classification process, safety inspection and judging will make all the difference in the world in the success of a bike show.

Bike Show Layout & Staging

Required Space: (Dimensions are for optimum spacing for easy entry and access)

#1; Standard Motorcycle: (no attachments) 6' x 10' = 60 sq. ft.

#2; Standard Motorcycle: (with side car) 10' x 10' = 100 sq. ft.

#3; Trike: (no attachments) 10' x 10' = 100 sq. ft.

#4; Standard Motorcycle: (with trailer) 6' x 16' = 96 sq. ft.

#5; Standard Motorcycle: (with side car & trailer) 10' x 16' = 160 sq. ft.

#6; Trike or Tri-car: (with trailer) 10' x 16' = 160 sq ft

#7; Access Lanes between rows of Bikes = 10' wide x full length of bike display area.

CALCULATING NEEDED SPACE

Example:

Auditorium has usable floor space of 75' x 200' = 15,000 sq ft.

By placing bikes in four rows in the 200' direction, allowing for three access aisles of 10' x 200' = 6,000 sq ft, you now have approximately 9,000 sq ft of bike display floor space.

Bikes by pre-registration as listed:

#1	50 bikes =	3,000 sq ft
#2	10 bikes =	1,000 sq ft
#3	10 bikes =	1,000 sq ft
#4	10 bikes =	960 sq ft
#5	5 bikes =	800 sq ft
#6	8 bikes =	<u>1,2800 sq ft</u>
	Total =	8,040 sq ft of floor space used

With only 92 bikes registered, almost 100% of usable floor space is obligated.

While this is to be used as a guideline, it does give some way of determining rather quickly if a given area is adequate for staging a bike show.

GOLD WING ROAD RIDERS ASSOCIATION BIKE SHOW CLASSIFICATION & JUDGING FORM

Class _____ Bike # _____ Year _____ Mileage _____ Event _____

Name _____ Membership # _____ District-Chapter _____

Address _____ City _____ State _____ Zip _____

APPLICANT'S UNDERSTANDING

I understand that I must be a Wing Ding registered delegate to enter the Bike Classification and Bike Show Judging. I further understand the judges' scoring sheets will remain confidential and decisions of the Bike Show Judges are final. **I AGREE** to these terms and to any other rules/guidelines pertaining to the Bike Show.

I also understand I am entering the Bike Show at my own risk and do not hold GWARRA or personnel working the Bike Show at fault should my vehicle be scratched or damaged during the show.

Print name of applicant

Signature of applicant

Date

OPTIONAL SAFETY EQUIPMENT (Add one point for each item)

Fire Extinguisher _____ First Aid Kit _____ CB Radio _____ Driving Lights _____

Total Positive Points + [_____]

COURTESY SAFETY INSPECTION

Lights & Horn: (Deduct one point for each non-functional item)

FRONT: High Beam _____ Low Beam _____ Turn Signals _____ 4 Ways _____ Horn _____

REAR: Tail _____ Brake _____ Turn Signals _____ 4 Ways _____

Tires: (Deduct one point for each item marked)

TREAD DEPTH: Front 1.5 mm or less _____ Rear 2.0 mm or less _____ Unmatched _____

CONDITION: Bald _____ Cupped _____ Cracked _____ Cut _____

Total Negative Points - [_____]

Continuity (1-30 points)	_____
Paint & Accessories (1-25 points)	_____
Cleanliness (1-20 points)	_____
Overall Appearance (1-20 points)	_____
Optional Safety Points (0-4 points)	_____
Sub-Total	_____
Safety Inspection Deductions (0-11)	_____
Final Total	_____

Note:

(In the event of a tie between two or more bikes, mileage can be used as a tie-breaker)

Judge's Name _____

Bike's Placing in Show 1st _____ 2nd _____ 3rd _____

Gold Wing Road Riders Association Bike Show Placings Form

Class	Position	Name	District	Chapter	Total Entries
	1 ST				
1	2 ND				
	3 RD				
	1 st				
2	2 nd				
	3 rd				
	1 st				
3	2 nd				
	3 rd				
	1 st				
4	2 nd				
	3 rd				
	1 st				
5	2 nd				
	3 rd				
	1 st				
6	2 nd				
	3 rd				
	1 st				
7	2 nd				
	3 rd				
	1 st				
8	2 nd				
	3 rd				

Gold Wing Road Riders Association Bike Show Placings Form

**Class
Position
Name
District
Chapter
Total
Entries**

1ST

9
2ND

3rd

1st

10
2nd

3rd

1st

11
2nd

3rd

1st

12
2nd

3rd

1st

13
2nd

3rd

1st

14
2nd

3rd

1st

15
2nd

3rd

1st

16
2nd

3rd

***Gold Wing Road Riders Association
Bike Show Placings Form***

**Class
Position
Name
District
Chapter
Total
Entries**

1ST

17
2ND

3rd

1st

18
2nd

3rd

1st

19
2nd

3rd

1st

20
2nd

3rd

1st

21
2nd

3rd

1st

22
2nd

3rd

1st

23
2nd

3rd

1st

24
2nd

3rd

***Gold Wing Road Riders Association
Bike Show Placings Form***

**Class
Position
Name
District
Chapter
Total
Entries**

1ST

25
2ND

3rd

1st

26
2nd

3rd

1st

27
2nd

3rd

1st

28
2nd

3rd

1st

29
2nd

3rd

1st

30
2nd

3rd

1st

31
2nd

3rd

1st

32
2nd

3rd

***Gold Wing Road Riders Association
Bike Show Placings Form***

**Class
Position
Name
District
Chapter
Total
Entries**

1ST

33
2ND

3rd

1st

34
2nd

3rd

1st

35
2nd

3rd

1st

36
2nd

3rd

1st

37
2nd

3rd

1st

38
2nd

3rd

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING BIKE SHOW JUDGING
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Volunteer Pins	125	
Ice Cream Tickets	125	
Tables	3	8' Long (Classification Area)
Folding Chairs	12	(Deliver To Classification Area)
Clip Boards	25	Standard
Pencils	30 - 40	#2 Sharpened
Bike Class Signs (38 Classes)	1 Each	Every Bike Class
Classification Signs	2 Each	Poster Board
Safety Inspection Signs	2 Each	Poster Board
Safety Cones	12 Each	Orange Traffic
Bike Show Pins	250	If Pins Are Used
Bike Show Awards	114 Total	(See list on Page 19)
Calculators	2 Each	
Tread Depth Gauge	4 Each	
Duct Tape	2 Rolls	2" Tape
Masking Tape	2 Rolls	1" Tape
Tape Measure	2 Total	(1) 300 Foot & (1) 100 Foot
Bike Show Judging Form	300	See Form (Page 10)
Headlight Stickers	300	1" Round Or Square (That Will Adhere Well)
Sharpie Perm. Markers	6	Permanent Ink For Stickers
Water Coolers (Filled)	2	To Classification Area
Printout of Pre-Registration	1	Pre-Registration for Bike Show

Tables for Awards	4	8' Long
PA System	1	For Presenting Awards
<i>GOLD WING ROAD RIDERS ASSOCIATION WING DING BIKE SHOW JUDGING MATERIALS NEEDED LIST</i>		
ITEMS	QUANTITY	I.D.
Volunteer Pins		
Ice Cream Tickets		
Tables		8' Long (Classification Area)
Folding Chairs		(Deliver To Classification Area)
Clip Boards		Standard
Pencils		#2 Sharpened
Bike Class Signs (38 Classes)		Every Bike Class
Classification Signs		Poster Board
Safety Inspection Signs		Poster Board
Safety Cones		Orange Traffic
Bike Show Pins		If Pins Are Used
Bike Show Awards		3 Places For 38 Classes
Calculators		
Tread Depth Gauge		
Duct Tape		2" Tape
Masking Tape		1" Tape
Tape Measure		(1) 300 Foot & (1) 100 Foot
Bike Show Judging Form		See Attached Form
Headlight Stickers		1" Round Or Square (That Will Adhere Well)
Sharpie Perm. Markers		Permanent Ink For Stickers
Water Coolers (Filled)		To Classification Area
Printout of Pre-Registration		Pre-Registration for Bike Show

GWRRA Bike Show Classification

Trophies Needed

- | | | |
|-----|----------------|------------------------|
| 1. | GL-1000 | Stock |
| 2. | GL-1000 | Custom |
| 3. | GL-1000 | Show |
| 4. | GL-1100 | Stock |
| 5. | GL-1100 | Custom |
| 6. | GL-1100 | Show |
| 7. | GL-1200 | Stock |
| 8. | GL-1200 | Custom |
| 9. | GL-1200 | Show |
| 10. | GL-1500 | Stock |
| 11. | GL-1500 | Custom |
| 12. | GL-1500 | Show |
| 13. | GL-1500 | Special Show |
| 14. | GL-1800 | Stock |
| 15. | GL-1800 | Custom |
| 16. | GL-1800 | Show |
| 17. | GL-1800 | Special Show |
| 18. | Bike & Trailer | Homebuilt |
| 19. | Bike & Trailer | Factory - Stock |
| 20. | Bike & Trailer | Factory - Custom |
| 21. | Bike & Trailer | Factory - Show |
| 22. | Bike & Trailer | Factory - Special Show |
| 23. | Sidecar | Stock |
| 24. | Sidecar | Custom |
| 25. | Sidecar | Show |
| 26. | Sidecar | Special Show |
| 27. | Trike | Stock |
| 28. | Trike | Custom |
| 29. | Trike | Show |
| 30. | Trike | Special Show |
| 31. | Valkyrie | Stock |
| 32. | Valkyrie | Custom |
| 33. | Valkyrie | Show |
| 34. | Valkyrie | Special Show |
| 35. | Open Class | Street Bikes |
| 36. | Open Class | Cruisers |
| 37. | Open Class | Touring |
| 38. | Open Class | All Others |

Need

1st Place
2nd Place
3rd Place

for each of the 38 classes

(114 total trophies)

- | |
|---|
| Gold Wing with home built trailer |
| Gold Wing with factory built trailer Stock* |
| Gold Wing with factory built trailer Custom* |
| Gold Wing with factory built trailer Show* |
| Gold Wing with factory built trailer Special Show* |
| Gold Wing and sidecar Stock* |
| Gold Wing with sidecar Custom* |
| Gold Wing with sidecar Show* |
| Gold Wing with sidecar Special Show* |
| Converted 3 wheel Gold Wings Stock* |
| Converted 3 wheel Gold Wings Custom* |
| Converted 3 wheel Gold Wings Show* |
| Converted 3 wheel Gold Wings Special Show* |
| Valkyrie Stock* |
| Valkyrie Custom* |
| Valkyrie Show* |
| Valkyrie Special Show* |
| Non-Gold Wing/Valkyrie, 650cc or less |
| Non-Gold Wing/Valkyrie, 650cc – 1100cc |
| Non-Gold Wing/Valkyrie, over 1100cc |
| Non-Gold Wing/Valkyrie, anything with wheels |

GOLD WING ROAD RIDERS ASSOCIATION CHAPTER CUP COMPETITION WING DING

OVERVIEW

The Chapter Cup Competition was developed to spur friendly competition between participating chapters. The Winning Chapter will be awarded the Chapter Cup Trophy for the following year. The Award is to be returned for next year's competition.

Have the games set up the second and third days of Wing Ding, have no competition on opening day.

We need to set up games that are fun and encourage chapters to participate. Try to set up games that evolve around the theme of this year's Wing Ding. Develop games that can be played indoors or outdoors. Indoor games are preferred since it usually is more comfortable for everyone.

Five Games usually will be adequate for this event, however you can adjust the number of games depending on space and time to run each game.

Each Chapter (Team) signs up on a score sheet, which is used for all 5 games. Chapter Teams consist of 4 to 10 players, equal number of males and females. The designated Team Captain carries the score sheet from game to game, and is responsible for turning the sheet in at the tally table once all games have been played. Each Chapter Team Member's individual game score is added together for his/her total score. The number of team members to equal the TEAM SCORE divides the total score of all team members. Chapters with more than 10 players can divide into two teams. The Chapter **MUST** have more than 10 players in order to qualify for more than one team.

Give everyone a "participation" ticket for a daily drawing of participation prizes. Draw the winners for that day and post the winner's number. Prizes will be donated from the GWRRA goodie booth.

Need a storage area to keep material and supplies when not playing games

MANPOWER REQUIREMENTS

(20 – 24 people to run games each day)

1 person for Sign-In

1 person for Tally score sheets

1 person "in charge"

1 person as relief for potty breaks etc.

Rest of the people to run games (may need more or less depending on game.)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

PAST CHAPTER CUP COMPETITION GAMES

TEN GALLON HAT

One player wears the Ten Gallon Hat, the other player stands 10 feet away and tosses 5 “cow patties” (sand bags) toward the hat, one patty at a time. It’s OK for the player wearing the hat to hold on to the sides of the hat. The hat is divided into sections for points earned when a patty is thrown and sticks to a numbered section.

The patty must stick to the hat to earn points.

Score is total of the points from the sections that the cow patties stick on. The players then switch places so that everyone takes a turn at wearing the hat, and throwing the cow patties.

NOTE: Underhand throwing ONLY – throwing overhand deducts 50 points.

If a cow patty is thrown and sticks to a square on the hat, but is then dislodged by another cow patty which is thrown, then the one dislodged still counts in points awarded.

Time: 1 minute each player

5 cow patties are thrown by each player.

Material needed:

- (A) Minimum of 4 straw hats (2 in use during the games, and 2 as backup)
- (B) Felt cut into 4 inch squares, 5 squares per hat. Each hat has a square on the top labeled 100 points. A square in front labeled 75 points, a square in back labeled 50 points, and a square on both sides labeled 25 points. Squares are hot glued to the hat.
- (C) Minimum of 15 sand bags (10 in use during the games, and 5 as backup) Best size is 3 ½ inches square, and weighing no more than 2 ounces. Hot glue velcro (sticky section, not smooth) strips to both sides of each sand bag in an “X”. Sand bags that are too heavy, or do not have enough velcro will not easily stick to the felt squares on the hat.
- (D) 2 pair of safety goggles ... safety precaution in case anyone is afraid of being hit in the eyes.

BOOT HILL

Boots are arranged in three rows of 4 boots each (total of 12), placed 5 feet from the starting line. One of the boots counts for 300 points, and the others count as 100, 50 and 25 as marked on the boots. Points are earned by tossing a ring at the boots and ringing it

Time: 1 minute each player.
Total of 5 rings are tossed per player
Each team member takes a turn.

Material Needed:

(A) Two sets of rows to hold the boots. The 1st row is 2 ½ inches high, the 2nd row is 4 ½ inches high and the 3rd row is 6 ½ inches high. The rows are 4 inches wide and 4 feet long, and stair-stepped 14 inches apart. The boot designated to be worth 300 points is placed on the 2nd row, center. The 3 boots labeled 100 points each are placed on each of the 3 rows. The 4 boots labeled 50 points each are placed 2 on the 1st row, 1 on the 2nd row, and 1 on the 3rd row. Stagger the boots so that they are not blocked by a boot on another row, and placed at least 10 inches apart.

(B) 15 to 20 rings, made of plastic or wood, and at least 6 1/8 inch in diameter. 10 rings are in use while games are being played and the rest are for backup.

FIVE CARD STUD

There are 3 “squares” and 2 “triangles” placed 10 feet from the starting line. The player tosses or rolls 5 dice, one at a time. Each dice landing in a square or triangle, or on the edges of either, earn points. Squares are worth 50 points each and triangles are worth 100 points each. The number on the dice (highest number facing upwards) is multiplied by the points for the square or triangle.

Time: 1 minute each player
All Team Members take a turn

Material Needed:

(A) A total of 6 squares and 4 triangles made from 1” X2”X2’ wood (2 foot squares and 2 foot angles) fastened with wood screws.

(B) 15 to 20 four inch foam or plastic lawn dice, 10 to be used while games are being played, and the rest are for backup.

BULLS EYE

There are 3 rings of different sizes placed one inside the other, 10 feet from the starting line. The player tosses 5 sand bags, one at a time towards the bulls eye. The sand bag must land inside the ring, or be touching the ring to earn points. The larger outer ring is worth 25 points, the middle ring is worth 50 points, and the smallest ring is worth 100 points.

Material Needed:

- (A) 6 rings (or hula-hoopS0 2 each in large size, medium and small.
- (B) 15 sand bags, 3 ½ inch square and weighing approximately 6 ounces each. 10 bags are needed while games are being played, and the other 5 are for backup.

HAPPY TRAILS

Blindfold 1st player, then attach 10 spring type clothes pins to the 2nd player. Turn blindfolded player around 2 times and place him/her in front of 2nd player. The 1st player has 15 seconds to find and pull off as many clothes pins as possible. 5 plain clothes pins are worth 20 points each, and 5 colored pins are worth 50 points each.

Time: 15 seconds
Each player takes a turn being blindfolded

NOTE: Clothes pins are not placed in “compromising” places on players.

Material Needed:

- (A) 3 to 4 bandanas (24 inch square) to be used as blindfolds.
- (B) 15 to 20 plain wood spring type clothes pins; and 15 to 20 painted (any color) wood spring type clothes pins (flat paint is best, as it does not alter the texture of the wood).

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING CHAPTER CUP COMPETITION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Stop Watches	7 ea	Standard
Clip Boards	10 ea	Standard
Pencils	25 ea	No. 2
Tables	2 ea	8 foot
Chairs	10 ea	Folding
Scotch Tape	1 roll	3/4" with dispenser
Stapler	1 ea	Standard
Staples	1 box	Standard
Trash Container	1 ea	
Barricade Tape	1 roll	Yellow/Orange
Water Cooler	1 ea	With ice/water
Cups	100 ea	Drinking cups
Aerosol Chalk	4 ea	Spray Cans
Calculator	2 ea	Standard
Volunteer Pins	75 ea	
Ice Cream Tickets	75 ea	
Signs	2 ea	Direction

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING CHAPTER CUP COMPETITION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Stop Watches		Standard
Clip Boards		Standard
Pencils		No. 2
Tables		8 foot
Chairs		Folding
Scotch Tape		3/4" with dispenser
Stapler		Standard
Staples		Standard
Trash Container		
Barricade Tape		Yellow/Orange
Water Cooler		With ice/water
Cups		Drinking cups
Aerosol Chalk		Spray Cans
Calculator		Standard
Volunteer Pins		
Ice Cream Tickets		
Signs		

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING CHAPTER CUP COMPETITION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.

GOLD WING ROAD RIDERS ASSOCIATION INTERNATIONAL COUPLE OF THE YEAR SELECTION WING DING

OVERVIEW

January:

- Order plaques (one per couple)
- Arrange for corsages to be made
- Advise the current International Couple to submit welcome letter for Wing World to National COY Coordinator and MED Director for review. Upon approval, submit to WW Editor.
- Coordinate ordering of rosettes and belt buckles.

February:

- Prepare for seminars at Wing Ding and get handout material ready.
- Order flowers/bud vases from Wing Ding area local florist.
- Obtain cards for the Region Couples' rooms.
- Obtain key chains and "National" hanger bars from National Office.
- Work with hotel and arrange rooms for Orientation, Reception, Judging and last night get-together.

March:

- Send letters to Region Directors with as much info available about the July selection process & ask them to provide National COY Coordinator with the name of their Region Couples as soon as available. Ask that they forward this letter to their Region Couple. Explain that the Region Couples need to have resumes to National COY Coordinator by May 20th.

May:

- Send detailed letter to Region Couples covering times/locations/sequence of events, time limitation of presentation, hotel reservation, rally registration, etc.
- Remind them to send resumes to National COY Coordinator by May 20th
- Do all signs for the Reception & Judging
- Prepare letter/packet for new International Couple of the Year
- Coordinate with MED Director, T-shirts for Region Couples

June:

- Forward resumes to Region Directors on June 1st
- Have Certificates prepared for Region Couple and new International Couple of the Year
- Get names of Region Couples to Nick for Wing World
- Prepare Judging form (adding names of new Region Couples)

- Make reassuring telephone call to each Region Couple, answering any questions, giving encouragement, etc.
- Gather all material for Wing Ding: activities sign in sheets, GWRRA card verification form, scoring forms, seminar material, pens, scratch paper, two calculators, signs, certificates, cards, flowers, etc.
- Ship plaques and material to hotel to hold for Wing Ding
- Arrange with MED Director for transportation and tour of facility for National COY Coordinator, International Couple, and Region Couples, and seating at opening and closing ceremonies.

July:

At Wing Ding:

- Arrive day before selection process. Have Certificates signed by Executive Director and MED Director, then put plaques together. Be on hand if possible to welcome Region Couples and assist with any problems.
- Check rooms for brunch, reception, judging, and last night get-together.
- Set up sign-in sheets for Region Couples.

Orientation: Review day's activities with Region Couples, have them draw their time slots for the selection, check GWRRA cards and expiration dates, have them sign up to assist at activities during Wing Ding.

Tour: Attend and become familiar with surroundings.

Reception: Set up signs and hand out stickers to R/Ds. Assure that R/Ds get around to meet each Region Couple. Watch supply of drinks and snacks.

ICOY Selection Process: Get Region Directors seated. Do orientation for members and Region Directors. Have each Region Director introduce their Region Couple, present with plaque and flowers.

Introduce each Region Couple and have them begin their presentation. Re-introduce each Region Couple and have them answer their questions. After all presentations and questions are completed, get together with MED Director and Executive Director's official representative, to tally score sheets.

Opening ceremonies: MED Director introduces current International Couple. They introduce each Region Couple, the NCOY Coordinator announces new International Couple of the year. GWRRA Officials present awards to new ICOY. New ICOY speaks briefly.

Give new International Couple packet and arrange to meet later that morning. Review guidelines for new ICOY regarding expenses, vests, rallies, etc.

Closing ceremonies: Attend with all Regional Couples. Then attend last night get together with them, reviewing weeks activities, asking for their input, comments, suggestions, feelings, etc.

Late July:

Send thank you letters to Region Directors, Region Couples, and hotel.

September:

Review Guidelines and forms for any recommended changes.

Couple Of the Year Judging Timetable

- 0:00 Region Directors are seated
- 0:10 Master of Ceremonies or National COY Coordinator addresses audience, reviewing guidelines such as entering/exiting, maintaining decorum during introduction of Couple Of the Year Candidates, no applause during presentation, etc.
- 0:20 First Region Director (alphabetically) comes to the front, their Region Couple enters, Director introduces them, they move to far side of stage; next Region Director comes to front, etc. As Region Directors & Region Couples move to far side of stage, Region Directors pin flowers on their Region Couple, National COY Coordinator presents plaque. As R/D is finished, they take their seat.
- 0:30 All International Couple Of the Year candidates have been introduced and remain on stage. All Region Directors are seated. National COY Coordinator introduces Region Directors. Candidates leave room selection process begins.
- 0:35 First couple comes in and introduced by coordinator, coordinator instructs them to turn quarter turn at a time. Couple begins presentation.
- 0:45 When couple is finished, coordinator thanks them, Region Directors & audience applaud, coordinator directs couple to return to the reception room. Judges score every thing except interview.

Process continues with next couple.

When all presentations are complete coordinators will bring each couple back in same order as earlier presentation introduce them again. Couples will be asked 2 questions, same question for each couple in the same order. Couple will respond to questions, when finished they will be thanked and directed to return to the reception room. Region Directors will finish scoring each couple as they complete the question segment of the program.

When selection process is complete, coordinators will retrieve all score sheets and with Executive Staff & MED Director will tally the results. International Couple Of the Year will be introduced at Opening Ceremonies.

***GOLD WING ROAD RIDERS ASSOCIATION
INTERNATIONAL COUPLE OF THE YEAR SELECTION
WING DING - MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Microphones	3	(1) Couples, (1) MC, (1) spare
Congratulations Card	1 Per Couple	Deliver to Motel Room
Two red roses in a vase	1 Per Couple	Deliver to Motel Room
Corsages/Boutonnieres	1 each Per Couple	Have for competition
ICOY Plaque	1	Have for Opening Ceremony
ICOY certificates (signed)	1	Have for Opening Ceremony
ICOY Rosettes	2	Have for Opening Ceremony
ICOY Belt Buckles	2	Have for Opening Ceremony
"National" hanger for COY pin	2	Have for Opening Ceremony
Folders for judging forms	30	Have for competition
Ink Pens for Judges	30	Have for competition
Calculator	2 Each	
Key Chains	1 Per Couple	Have at Orientation
Forms for Orientation	1 each	Have at Orientation
Activities Sign up & GWRRA Verification Sheets	2	
Reunion Pins	50	
Reunion Hanger Bars	100	
Tables for Judges	6	8' long
Chairs for Judges	24	
Gift for outgoing ICOY	1	Clock
Volunteer Pins	30	
Ice Cream Tickets	30	

GOLD WING ROAD RIDERS ASSOCIATION WING DING DOOR PRIZES

OVERVIEW

The Door Prize Booth needs to be set up the day before the start of Wing Ding so line up some manpower to assist. You will need to hang signs designating the Door Prize Booth and acquire the ticket bin. Acquire the key to the storage area where the prizes will be stored.

Door prizes are donated by the various vendors at Wing Ding. **The Vendor Coordinator will retrieve the door prizes** and bring them to the Door Prize Booth. Your help in collecting and recording the door prizes will aid the Vendor Coordinator, **however you shouldn't solicit the vendors**, since they have already been contacted by the Home Office.

When all the door prizes are collected, you need to log each door prize, so you know how many you have to give out. See the attached log. **When the door prize is claimed, print the name of the winner on the log, and have the winner sign for their prize.** This will be turned into the Home Office for record.

Some of the Gift Certificates may need to be copied, authorized and numbered for reference. This should be done at the Home Office. However if it's missed you will need to locate a copier and perform this task.

Make sure all vendors that have donated gift certificates before arriving at Wing Ding, do arrive, If they are not present take that gift certificate off the log.

Acquire plastic bags, such as those used in the Goodie Booth, to place door prizes into.

The Door Prizes Ticket Bin at the booth is where the Door Prize Tickets will be drawn from, however there is a collection box in the registration area for Door Prize Tickets. Members can place their tickets in either location. **You must collect the Door Prize Tickets from the Registration area before making daily drawings.**

Note: You may want to have only one Door Prize Ticket Bin.

Have a POSTED Final Time (on last day of Wing Ding) to claim Door Prizes.

Once you have all the Door Prizes, decide how many you will be giving out each day. **Draw the correct amount of tickets and post the ticket numbers on the bulletin board.**

As a prize is claimed, draw a line through the number to minimize confusion and show prize has been claimed.

Tickets that have been drawn for door prizes need to be put back in the drum for the final Grand Prize drawing.

MANPOWER REQUIREMENTS

2 people per shift (3- 4 hours each)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING DOOR PRIZES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS	25 EACH	
ICE CREAM TICKETS	25 EACH	
TABLES	5 EACH	8 FOOT
CHAIRS	3 EACH	FOLDING
EASEL WITH PAPER	1 EACH	LARGE
MARKERS	3 EACH	BLACK
MARKERS	3 EACH	RED
INK PENS	6 EACH	BIC STICK
TICKET BARREL	1 EACH	LARGE
TICKET BOX	2 EACH	IN REGISTRATION
PLASTIC BAGS	200 EACH	FOR PRIZES
KEY TO STORAGE AREA	1 EACH	
COPIES OF LOG	7 EACH	SEE ATTACHED
LINED PAPER	1 PAD	TO RECORD NUMBERS, ETC.
SIGN (LARGE)	1 EACH	DOOR PRIZE BOOTH
SIGNS (SMALL)	2 EACH	DOOR PRIZE BOOTH
ENVELOPES (LARGE)	2 EACH	(1) TO HOLD DRAWN NUMBERS, (1) TO RETRIEVE NUMBERS FROM DOOR PRIZE BIN

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING DOOR PRIZES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS		
ICE CREAM TICKETS		
TABLES		8 FOOT
CHAIRS		FOLDING
EASEL WITH PAPER		LARGE
MARKERS		BLACK
MARKERS		RED
INK PENS		BIC STICK
TICKET BARREL		LARGE
TICKET BOX		IN REGISTRATION
PLASTIC BAGS		FOR PRIZES
KEY TO STORAGE AREA		
COPIES OF LOG		SEE ATTACHED
LINED PAPER		TO RECORD NUMBERS, ETC.
SIGN (LARGE)		DOOR PRIZE BOOTH
SIGNS (SMALL)		DOOR PRIZE BOOTH
ENVELOPES (LARGE)		(1) TO HOLD DRAWN NUMBERS, (1) TO RETRIEVE NUMBERS FROM DOOR PRIZE BIN

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING DOOR PRIZES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.

Gold Wing Road Riders Association Wing Ding - Best Dressed Competition

Overview

Set up competition for the 2nd day of Wing Ding (usually from 2 PM to 4 PM)

Schedule room for competition (large enough for stage and seating for observers).

Wing World Article information should be provided by February 1st.

Sign up sheets set up in advance of competition, **place in sign up area** designated on schedule. (Usually at GWRRA Information booth, closing ½ hour prior to start of competition).

Schedule Judges in advance and inform them of judging criteria. (Usually 3 couples from the Couple of the Year Program).

Set up Tape/CD Player for competition making sure the sound goes out over the PA system.

Have copies of Judging Sheets available for each judge.

Have copies of the Information Sheets available for competitors to review.

MC needs to instruct the turns if not incorporated into the routine. (Check with each Couple or Chapter to see if they want you to cue their turns).

Manpower Requirements

Judges - 4 to 6 People. Usually 3 couples from the Couple of the Year Program. Contact the “International Couple of the Year Coordinators” by May with a request for 3 couples.

Master of Ceremonies

Judging Form Point Counters 2 people

Material Requirements

See the attached material list. (Use the pre-printed list or make out your own.)

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

GWRRA Best Dressed Competitions

There are three categories in the Best Dressed Competition:

1. Best Dressed (Couple/Chapter), **Parade** Category
2. Best Dressed (Couple/Chapter), **Show** Category
3. Best Dressed (Couple/Chapter), **Riding** Category

General Rules/Definitions for all three categories (all six classes):

- Each entry must be an **Individual Member, Family Member, Individual Associate Member, or Family Associate Member** of the GWRRA.
- Each participant must be wearing a version of the **10-inch GWRRA back patch**, and a **GWRRA membership pin**.
- The participants will be expected to perform “**1/4 turns**” to allow judges and spectators to see their outfits.
- Each of the three categories has two sub-categories (classes):
 - **Couple** (A couple is defined as one male and one female)
 - **Chapter** (A chapter consists of at least four participants.)
- To compete in **Best Dressed Chapter** for any of the three categories, members **must wear their chapter’s designation**.
- Because these are intended to be fun events, **Rider Education Program or Mileage awards will not carry point value**.
- For the Parade and Show categories, outfits would be **suitable for riding motorcycles if helmet, gloves and jacket were added**.

1. The "**Best Dressed (Couple/Chapter) Parade**" category does not include any music or routines. The contestants’ outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 60% for uniformity and appearance, 30% for practicality, and 10% for poise.

2. The "**Best Dressed (Couple/Chapter), Show**" category may include music, marching or dance routines. The contestants’ outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 50% for showmanship, 25% for uniformity and appearance, 15% for practicality, and 10% for poise.

3. The "**Best Dressed (Couple/Chapter), Riding**" category does not include any music or routines. The contestants’ outfits will be suitable for motorcycle riding, which usually includes a helmet, boots, gloves, long sleeve shirt, and long pants. Scoring will be 50% for practicality, 40% for uniformity and appearance, and 10% for poise.

Judging Criteria for Show Category (Couple & Chapter)

1) Showmanship 50 Possible Points

Use of music, marching or dance routines, flags, props, etc. Did they put on a good show?

2) Uniformity & Overall Appearance 25 Possible Points

How well do the outfits match, or follow a theme for the couple/chapter?

- Shirts & Pants5
- Vests (style & color).....5
- Boots5
- Belt buckles, hats, etc.5
- Placement of patches & pins.....5

3) Practicality (proper riding apparel) 15 Possible Points

- Long sleeve shirts5
- Long pants.....5
- Boots5

4) Poise 10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Couple or Chapter	Showmanship (50 Possible)	Uniformity (25 Possible)	Practicality (15 Possible)	Poise (10 Possible)	Total Score (100 Possible)

Judging Criteria for Riding Category (Couple & Chapter)

1) Practicality (proper riding apparel) 50 Possible Points

- Helmets10
- Boots5
- Gloves5
- Long sleeve shirts5
- Long pants.....5
- Chaps.....5
- Jackets.....5
- Eye protection.....5
- Reflective/bright colors.....5

2) Uniformity & Overall Appearance 40 Possible Points

How well do the outfits match, or follow a theme for the couple/chapter?

- Shirts & Pants10
- Vests (style & color).....10
- Helmet & Boots10
- Belt buckles, hats, etc.5
- Placement of patches & pins.....5

3) Poise 10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Couple or Chapter	Practicality (50 Possible)	Uniformity (40 Possible)	Poise (10 Possible)	Total (100 Possible)

Sign-Up for the Best Dressed Couple/Chapter Competition

Best Dressed Competition,

(Sponsored by

_____)

Where: _____

When: _____

Starting at: _____

Sign-up for the six classes of competition will be

Where: **Wing Ding Information Booth**

When: _____, from: _____ to _____

Competitions will be held in the following order:

- 1) Best Dressed Couple – *Parade Class*
- 2) Best Dressed **Chapter** – *Parade Class*
- 3) Best Dressed Couple – *Show Class*
- 4) Best Dressed **Chapter** – *Show Class*
- 5) Best Dressed Couple – *Riding Class*
- 6) Best Dressed **Chapter** – *Riding Class*

General Rules/Definitions for all three categories (all six classes):

- Each entry must be an **Individual Member, Family Member, Individual Associate Member, or Family Associate Member** of the **GWRRA**.
- Each participant must be wearing a version of the **10-inch GWRRA back patch**, and a **GWRRA membership pin**.
- The participants will be expected to perform “**1/4 turns**” to allow judges and spectators to see their outfits.
- Each of the three categories has two sub-categories (classes):
 - **Couple** (A couple is defined as one male and one female)
 - **Chapter** (A chapter consists of at least four participants.)
- To compete in Best Dressed Chapter for any of the three categories, members **must wear their chapter’s designation**.
- Because these are intended to be fun events, **Rider Education Program or Mileage awards will not carry point value**.

- For the Parade and Show categories, outfits would be **suitable for riding** motorcycles **if** **helmet, gloves and jacket were added.**

Couple-Parade CategorySign-Up Sheet

The "**Best Dressed Couple Parade**" category does not include any music or routines. The contestants' outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 60% for uniformity and appearance, 30% for practicality, and 10% for poise.

Chapter Designation (District – Chapter)	Best Dressed <u>Couple</u> - Parade Category Names of Participants

Couple-Show CategorySign-Up Sheet

The "**Best Dressed Couple, Show**" category may include music, marching or dance routines. The contestants' outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 50% for showmanship, 25% for uniformity and appearance, 15% for practicality, and 10% for poise.

Chapter Designation (District – Chapter)	Best Dressed <u>Couple</u> - Show Category Names of Participants

Couple-Riding CategorySign-Up Sheet

The "**Best Dressed Couple, Riding**" category does not include any music or routines. The contestants' outfits will be suitable for motorcycle riding, which usually includes a helmet, boots, gloves, long sleeve shirt, and long pants. Scoring will be 50% for practicality, 40% for uniformity and appearance, and 10% for poise.

Chapter Designation (District – Chapter)	Best Dressed <u>Couple</u> - Riding Category Names of Participants

Gold Wing Road Riders Association Wing Ding – Best Dressed Competition Materials Needed List

Items	Quantity	Description
Table	3 each	
Chairs	8 each	
Tape/CD Player	1 each	
P.A. System	1 each	
Microphone/Stand	2 each	(1) On Stage & (1) Near Stage
Information Forms	20 sets	BD-Info.doc (4 Pages)
Sign-up Forms	1 set	BDSignup.doc (7 Pages)
Judging Forms	8 sets	BD-Judge.doc (7 Pages)
Award	1 each	Best Dressed Chapter – Parade - 1 st Place
Award	1 each	Best Dressed Chapter – Parade - 2 nd Place
Award	1 each	Best Dressed Couple – Parade - 1 st Place
Award	1 each	Best Dressed Couple – Parade - 2 nd Place
Award	1 each	Best Dressed Chapter – Show - 1 st Place
Award	1 each	Best Dressed Chapter – Show - 2 nd Place
Award	1 each	Best Dressed Couple – Show - 1 st Place
Award	1 each	Best Dressed Couple – Show - 2 nd Place
Award	1 each	Best Dressed Chapter – Riding - 1 st Place
Award	1 each	Best Dressed Chapter – Riding - 2 nd Place
Award	1 each	Best Dressed Couple – Riding - 1 st Place
Award	1 each	Best Dressed Couple – Riding - 2 nd Place
Volunteer Pins	8 each	
Ice Cream Tickets	8 each	

Person Ordering Material _____

Phone Number () _____ - _____

Judge # _____

Judge's Name _____

Judging Forms for the GWRRA Best Dressed Competitions

There are three categories:

1. Best Dressed (Couple/Chapter), **Parade** Category
2. Best Dressed (Couple/Chapter), **Show** Category
3. Best Dressed (Couple/Chapter), **Riding** Category

General Rules/Definitions for all three categories (all six classes):

- Each entry must be an **Individual Member, Family Member, Individual Associate Member, or Family Associate Member** of the GWRRA.
- Each participant must be wearing a version of the **10-inch GWRRA back patch**, and a **GWRRA membership pin**.
- The participants will be expected to perform "**1/4 turns**" to allow judges and spectators to view their outfits.
- Each of the three categories has two sub-categories (classes):
 - **Couple** (A couple is defined as one male and one female)
 - **Chapter** (A chapter consists of at least four participants)
- To compete in **Best Dressed Chapter** for any of the three categories, members **must wear their chapter's designation**.
- Because these are intended to be fun events, **Rider Education Program or Mileage awards will not carry point value**.
- For the Parade and Show categories, helmets, gloves, and jacket are not required, outfits would be **suitable for riding motorcycles if helmet, gloves and jacket were added**.

1. The "**Best Dressed (Couple/Chapter) Parade**" category does not include any music or routines. The contestants' outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 60% for uniformity and appearance, 30% for practicality, and 10% for poise.

2. The "**Best Dressed (Couple/Chapter), Show**" category may include music, marching or dance routines. The contestants' outfits will be suitable for representing their chapter in a parade or other event. Scoring will be 50% for showmanship, 25% for uniformity and appearance, 15% for practicality, and 10% for poise.

3. The "**Best Dressed (Couple/Chapter), Riding**" category does not include any music or routines. The contestants' outfits will be suitable for motorcycle riding, which usually includes a helmet, boots, gloves, long sleeve shirt, and long pants. Scoring will be 50% for practicality, 40% for uniformity and appearance, and 10% for poise.

Judge # _____

Best Dressed Couple - Parade Category

1) Uniformity & Overall Appearance

60 Possible Points

How well do the outfits match, or follow a theme for the couple?

- Shirts & Pants10
- Vests (style & color)10
- Boots10
- Belt buckles, hats, etc.10
- General appearance10
- Placement of patches & pins10

2) Practicality (proper riding apparel)

30 Possible Points

- Long sleeve shirts10
- Long pants10
- Boots10

3) Poise

10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Couple (Parade) Couple's names, District-Chapter	Uniformity (60 Possible)	Practicality (30 Possible)	Poise (10 Possible)	Total (100 Possible)

Judge # _____

Best Dressed Chapter - Parade Category

1) Uniformity & Overall Appearance

60 Possible Points

How well do the outfits match, or follow a theme for the chapter?

- Shirts & Pants10
- Vests (style & color)10
- Boots10
- Belt buckles, hats, etc.10
- General appearance.....10
- Placement of patches & pins.....10

2) Practicality (proper riding apparel)

30 Possible Points

- Long sleeve shirts10
- Long pants.....10
- Boots10

3) Poise

10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Chapter (Parade) District-Chapter	Uniformity (60 Possible)	Practicality (30 Possible)	Poise (10 Possible)	Total (100 Possible)

Judge # _____

Best Dressed Couple - Show Category

1) Showmanship 50 Possible Points

Use of music, marching or dance routines, flags, props, etc. Did they put on a good show?

2) Uniformity & Overall Appearance 25 Possible Points

How well do the outfits match, or follow a theme for the couple?

- Shirts & Pants5
- Vests (style & color).....5
- Boots5
- Belt buckles, hats, etc.5
- Placement of patches & pins.....5

3) Practicality (proper riding apparel) 15 Possible Points

- Long sleeve shirts5
- Long pants.....5
- Boots5

4) Poise 10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Couple (Show) <small>Couple's names, District-Chapter</small>	Showman- ship <small>(50 Possible)</small>	Uniformity <small>(25 Possible)</small>	Practicality <small>(15 Possible)</small>	Poise <small>(10 Possible)</small>	Total Score <small>(100 Possible)</small>

Judge # _____

Best Dressed Chapter - Show Category

1) Showmanship **50 Possible Points**

Use of music, marching or dance routines, flags, props, etc. Did they put on a good show?

2) Uniformity & Overall Appearance **25 Possible Points**

How well do the outfits match, or follow a theme for the chapter?

Shirts & Pants5

Vests (style & color).....5

Boots5

Belt buckles, hats, etc.5

Placement of patches & pins.....5

3) Practicality (proper riding apparel) **15 Possible Points**

Long sleeve shirts5

Long pants.....5

Boots5

4) Poise **10 Possible Points**

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Chapter (Show) <small>District-Chapter</small>	Showman- ship <small>(50 Possible)</small>	Uniformity <small>(25 Possible)</small>	Practicality <small>(15 Possible)</small>	Poise <small>(10 Possible)</small>	Total Score <small>(100 Possible)</small>

Judge # _____

Best Dressed Couple - Riding Category

1) Practicality (proper riding apparel) 50 Possible Points

- Helmets10
- Boots5
- Gloves5
- Long sleeve shirts5
- Long pants.....5
- Chaps.....5
- Jackets5
- Eye protection5
- Reflective/bright colors.....5

2) Uniformity & Overall Appearance 40 Possible Points

How well do the outfits match, or follow a theme for the couple?

- Shirts & Pants10
- Vests (style & color).....10
- Helmet & Boots10
- Belt buckles, hats, etc.5
- Placement of patches & pins.....5

3) Poise 10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Couple (Riding) Couple's names, District-Chapter	Practicality (50 Possible)	Uniformity (40 Possible)	Poise (10 Possible)	Total (100 Possible)

Judge # _____

Best Dressed Chapter - Riding Category

1) Practicality (proper riding apparel)

50 Possible Points

- Helmets10
- Boots5
- Gloves5
- Long sleeve shirts5
- Long pants.....5
- Chaps.....5
- Jackets5
- Eye protection5
- Reflective/bright colors.....5

2) Uniformity & Overall Appearance

40 Possible Points

How well do the outfits match, or follow a theme for the chapter?

- Shirts & Pants10
- Vests (style & color).....10
- Helmet & Boots10
- Belt buckles, hats, etc.5
- Placement of patches & pins.....5

3) Poise

10 Possible Points

How the contestants carry themselves, comfort in front of the judges, how they respond to directions, etc.

Chapter (Riding) District-Chapter	Practicality (50 Possible)	Uniformity (40 Possible)	Poise (10 Possible)	Total (100 Possible)

GOLD WING ROAD RIDERS ASSOCIATION GOODIE BOOTH SALES WING DING

OVERVIEW

What's in stock, what's the price, how do we make "special orders" items, handle returns, credit card payments etc. are items you need to address. These guidelines can help alleviate some of this confusion.

Unloading and setting up the Goodie Booth is an important and time consuming job, so have plenty of help available on set up day, the day before Opening of Wing Ding.

Set up needs to be planned and well organized so that it goes smoothly, here's a chance to show your organizational skills.

Things to keep in mind when setting up the Goodie Booth.

- a) Accountability of items in Goodie Booth
- b) Well organized and attractive display laid out so items can be viewed by members and purchases take a minimum amount time to accomplish.
- c) Vital information (i.e. price sheets, sizes, etc.) are placed in strategic locations.
- d) Only boxes CLEARLY MARKED with the Regional Directors name or the words "GWRRA Goodie Booth" should be opened. All other unmarked or "otherwise" marked boxes should be returned to the loading dock for proper distribution.

As supplies and items are unloaded and put on shelves, a running checklist should be constantly verified so that what is on the list is what is going on the shelves.

Make sure all items for sale have a code and price tag so that they can be

- λ Scanned In, or
- λ Input manually using the item code
- λ Tracked via code to determine sale "history of different items.

Develop a "Volunteer List" so that a steady "work force" is maintained and all volunteers are recognized for their efforts.

List of prices for each item needs to be posted at each "work station"

A standing easel should be used to prominently display any announcements (i.e. out of something, "special", volunteer lists, etc.) This would, to some degree, alleviate having to answer the same question over and over again.

As sales are made, the volunteer should hold the item in their hands and accompany the purchaser to the cashier for check out. No one should hand the item to the purchaser and tell them to go to the cashier to pay. It should not be placed in their hands until after the sale is completed. The cashier can then place the item in plastic bag and hand it to the purchaser.

Returned or broken items should be handled by one person on each shift and those items tracked via a special form. That same person should also be responsible for “replacement” items... i.e. lost year bars, etc. Again, that should be tracked on a form. After the closing of the trade show, the remaining items should be sorted, organized, and packed and all shipping boxes should be clearly labeled as to the content. Verification should be maintained, just as during the unpacking process.

A “shift leader” who is responsible for overseeing the booth should be a Regional Director or an Assistant Regional Director. They are responsible for overseeing all aspects of the Goodie Booth and remain in the booth during its operation. **There will still be some confusion and “goof ups” but if the items are clearly marked with code and price and all volunteers know where and who to look for information, it should run fairly smooth.**

Have specially assigned people to handle the money and credit cards.

When items are packed for shipping back to Phoenix, a blank check list should be available to verify what is going in each box and a copy included in that box.

All shipping boxes (received and returned) should be clearly labeled as to content (item and quantity).

MANPOWER REQUIREMENTS

6 - 8 people per shift (3 - 4 hour shifts) Don't forget set up and packing up

REMEMBER to have some people accustom to using cash registers and credit card machines.

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING GOODIE BOOTH SALES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Easel with Paper	1 Each	Standing Type
Marker	6 Each	Black
Cash Register	3 Each	
Credit Card Machine	2 Each	
Credit Card Receipts		
Volunteer Pins	150 Each	
Clipboards	2 Each	Standard Size
Lined Paper Tablets	2 Each	Standard Size
Pens	30 Each	Bic Sticks
Tape with Dispenser	3 Rolls	Scotch Tape
Plastic Page Covers	10 Each	Paper Protector Sheets
Ice Cream Tickets	150 Each	
Padding/Carpet on floor		

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING GOODIE BOOTH SALES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Easel with Paper		Standing Type
Marker		Black
Cash Register		
Credit Card Machine		
Credit Card Receipts		
Volunteer Pins		
Clipboards		Standard Size
Pens		Bic Sticks
Tape with Dispenser		Scotch Tape
Plastic Page Covers		Paper Protector Sheets
Ice Cream Tickets		
Padding/Carpet on floor		

GOLD WING ROAD RIDERS ASSOCIATION GRAND PARADE WING DING

OVERVIEW

Barricade staging area at least 3 hours before staging time to prevent members from blocking staging area lot. Prior coordination must be made with local law enforcement for conduct of the parade. GWRRA rally management will determine route of the parade. The Region(s) responsible for supervising conduct of the parade need to coordinate any special requirements with local law enforcement.

It is imperative that a pre-parade planning effort be made at the site prior to the staging time. Since each lot has it's own size and shape, the planning for staging of the bikes prior to the parade is paramount, not only to utilize the lot to the fullest, but to allow line up and to maximize the available space. **During the planning session discussion should take place as to ingress and egress to the lot and attention given to the exit for the parade.**

All flags are passed out in the staging area and preparations must be made for collecting and returning flags to the rally storage area. Instructions should be given to all flag bearers to return their flags, in the box provided, and standards to a pre-positioned vehicle at the end of the parade.

PROTOCOL FOR GRAND PARADE

Line up as follows in rows of TWO's, except Front Row

Front of Parade

- American Flag
- Canadian National Flag
- GWRRA Flag
- National Staff
- Dignitaries

Who will Carry Flags

- International Couple Of the Year
- National Officers
- Regional Couples
- Region Directors/Designee
- District Staffs
- Officers
- Members

The above is the protocol who may carry flags. Generally, most flags will be carried by members and are given flags of their choice on a first come first served basis. Special care must be exercised in selecting persons to carry the American, Canadian and GWRRA flags.

MAXIMUM SPEED LIMIT OF PARADE 20 MPH

MANPOWER REQUIREMENTS

50 volunteers to line up parade participants and supervise exit.

Some of these volunteers need to be at parade end site to supervise parking and help alleviate congestion.

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING GRAND PARADE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
DUCT TAPE	3 ROLLS	2"
CLIPBOARDS	2 EACH	STANDARD SIZE
BULL HORN	1 EACH	BATTERY POWERED
TABLE	1 EACH	8'
CHAIRS	4 EACH	FOLDING
SIGNS	2 EACH	"GRAND PARADE"
COUNTERS	2 EACH	FOR COUNTING BIKES
BARRICADE TAPE	2 ROLLS	ORANGE
BARRICADES	6 EACH	ROAD BLOCKING
VOLUNTEER PINS	50 EACH	
ICE CREAM TICKETS	50 EACH	
WIRE TIES 6"	200 EACH	
WATER DISPENSERS	2 EACH	5 GALLON REFILLABLE
FLAGS	1 EACH	US FLAG, CANADIAN FLAG STATE FLAGS, PROVINCIAL FLAGS AND GWRRA FLAG
TRASH CONTAINERS	2 EACH	PLASTIC BARREL TYPE 50 GALLON
PAPER CUPS	500 EACH	6 OUNCE DISPOSABLE

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING GRAND PARADE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
DUCT TAPE		2"
CLIPBOARDS		STANDARD SIZE
BULL HORN		BATTERY POWERED
TABLE		8'
CHAIRS		FOLDING
SIGNS		GRAND PARADE
COUNTERS		FOR COUNTING BIKES
BARRICADE TAPE		ORANGE
BARRICADES		ROAD BLOCKING
VOLUNTEER PINS		
ICE CREAM TICKETS		
WIRE TIES 6"		
WATER DISPENSERS		5 GALLON REFILLABLE
FLAGS		US FLAG, CANADIAN FLAG STATE FLAGS, PROVINCIAL FLAGS AND GWRRA FLAG
TRASH CONTAINERS		PLASTIC BARREL TYPE 50 GALLON
PAPER CUPS		6 OUNCE DISPOSIBLE

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING GRAND PARADE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.

GOLD WING ROAD RIDERS ASSOCIATION HORSESHOE PITCHING TOURNAMENT WING DING

OVERVIEW

It is expected that each Region and Home Office will field teams for our horseshoe-pitching tournament. The teams will consist of two contestants per team. We will have a double elimination tournament playing our brand of regular doubles play.

Advertising should start in January. Direct contact with the Regional Directors and an article in Wing World would be appropriate. Article will need to be in by early January.

Each Region should field a team by having runoff elimination's at the district/region level before Wing Ding.

Awards will be for 1st and 2nd Place

MANPOWER REQUIREMENTS

12 people (With 6 being judges)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

GWRRA

Wing Ding

HORSESHOE PITCH RULES

It is expected that each Region and Home Office will field a team for the horseshoe pitching tournament. The teams will consist of two contestants per team. We will have a double elimination tournament playing our brand of regular doubles play.

RULE 1 - COURTS

1. We will use the courts supplied at the Wing Ding site. We are assuring that they will allow a 40' pitch with a 37' foul line for males, and a 30' pitch with 27' foul line for females.
2. Foul lines - these shall be defined by lines extending across the front of the pitching platforms. They shall be level with the platforms and marked so that any contact with the line will constitute a foul.

RULE 2 - THE HORSESHOE

All contestants will use the shoes furnished at the tournament site. No "custom" or "personal" shoes will be allowed.

RULE 3 - PITCHING DISTANCE

1. Males will pitch from the 40' platform observing the 37' foul line.
2. Females can opt to pitch anywhere between the 40' & 30' platforms but must observe the 27' foul line.
3. Juniors and elders, perceived by the judge, to be incapable of using the 40' pitch will be allowed to observe the 27' foul line.

RULE 4 - PIT PREPARATION AND MAINTENANCE

1. The pits will be prepared and maintained by the tournament crew.
2. During a game, a contestant shall not step on, mash or otherwise repair any of the substance in the scoring area without the consent of a tournament official or judge. Any repairs deemed necessary, will be handled by the tournament crew.
3. The tournament officials will determine the frequency of "dressing the pits". This will probably be done at the end of each inning.

RULE 5 - PLAY OF THE GAME AND VALUE OF THE SHOE

Section A. INNINGS

The game is broken down into 4 innings. Each inning consists of eight pitched shoes, four by each team.

Section B. VALUE OF THE SHOE

1. Ringer - A ringer is a shoe that comes to rest encircling the stake. A straight edge touching both heels or any part of the heel caulks of the shoe must clear (not touch) the stake in order to declare a ringer. A ringer has a value of three points.
2. Shoe in Count - A shoe which is not a ringer but comes to rest with any portion of it within six inches of any part of the stake is a shoe in count. A shoe in count has a value of one point. A "leaner", or any other shoe that is touching the stake (but is not a ringer), is considered a shoe in count and has a value of one point.
3. Shoe Out of Count - A shoe which comes to rest further than six inches from the stake is a shoe out of count and has no scoring value. A shoe that is declared to be a foul shoe (see Section H) is considered to be a shoe out of count (no matter where it comes to rest).

Section C. DELIVERY OF SHOES

1. The contestant pitching first must deliver both shoes (one at a time) and then the second pitcher will deliver both shoes and so on. A contestant may deliver from either side of the platform but, in any one inning, both shoes will be delivered from the same side.
2. A contestant shall deliver both shoes within 30 seconds. The time shall start when the contestant mounts the platform in preparation to pitch. The time shall start for the second contestant upon taking the platform after the first contestant has delivered both shoes.
NOTE: Extra time required to repair a shoe or other distraction beyond the contestant's control will not be penalized.

Section D. POSITION OF CONTESTANTS DURING DELIVERY

1. The Pitcher - During the entire address and delivery of a shoe, when a contestant's foot is in contact with the ground, it must be in contact with the designated pitching platform. The one exception is that a contestant can stand behind (not to the side of) the full distance platform. No contact either on or over the foul line is allowed until after the shoe is released.
2. The Opponent - The opponent, while not pitching, shall stand on or behind the other platform at least two feet to the rear of the pitcher.
3. No contestant shall walk to the other stake or be informed of the position of any pitched shoe until the inning is over.

Section E. FLOW OF THE GAME

1. No pitched shoes shall be moved until the inning is over and the score is determined by the tournament judge (except for a foul shoe). Play shall continue in similar fashion until all innings have been played.
2. At any one time, a contestant shall carry and use only two horseshoes during a course of a game. Spare shoes should be kept at courtside in case of a broken shoe or if a contestant

desires to switch shoes. Shoes may be switched between innings but not during an inning unless a shoe breaks.

3. If it is discovered that a contestant has pitched the shoe of an opponent, the inning will be scored normally unless there is an identity problem, and the inning must be re-pitched.
4. When a shoe is being measured and it (or the stake) is accidentally moved, the inning shall be scored if the contestants and the judge are in agreement. If there is disagreement, the judge may score the inning or have it re-pitched.
5. It is legal for the contestants to use a hook or similar device to retrieve their shoes. Care should be taken to avoid danger to other participants. Also, the contestants are encouraged to carry a towel to keep their shoes and hands dry and clean.

Section F. BROKEN AND CRACKED SHOES

1. Broken Shoes - If a shoe breaks into two or more parts when it hits the stake or lands in the pit, the parts shall be removed and another shoe may be pitched in it's stead. If the shoe broke when striking the backboard or other "foul" ground, it is foul and may not be re-pitched.
2. If a shoe has landed in the pit and is broken by another shoe landing on it, it shall be scored as it appears to lay. The judge will rule on the score or cause the inning to be re-pitched.
3. Cracked Shoes - If a shoe is discovered to be cracked (but not completely broken in two), it shall be scored as it lays. Once the score is determined it shall be replaced.

Section G. BROKEN STAKES

A broken stake is defined as any stake that is not in the same position as when the game started, and the opponents and judge agree that it is broken. When the stake breaks during an inning, the game will be continued from the end of the previous inning at another court or after the stake has been replaced. If the stake breaks as a result of being struck by the last shoe of the inning, the inning shall be counted. If there is significant delay in the game, the judge may allow 2 warm-up pitches for each contestant when play resumes.

Section H. FOUL SHOES

A foul shoe is a shoe that was delivered in non-compliance with one of the rules of the game. It is to be scored as a shoe out of count and is to be removed from the pit (if it is in the scoring radius of the stake) before any more shoes are pitched. Shoes already in the pit that have been disturbed by a foul shoe are not to be moved. They shall remain as they now lay.

1. The following are rules violations that must be spotted and called by an assigned judge. The penalty is to declare the shoe a foul shoe.
 - a. Any shoe pitched when the contestant has stepped on, or over, the foul line.
 - b. Any shoe pitched when the contestant's foot has not been in contact with the pitcher's platform. Exception: The foot may be behind the platform with no penalty.
 - c. Any shoe not delivered in the 30 second time limit. One shoe when the contestant has illegally stepped on the scoring area of the playing surface. When this violation occurs, the contestant shall pitch only one shoe in the next inning.

2. The following occurrences are also considered foul shoes and the shoes must be removed from the pit (if they are in the scoring radius of the stake) before any more shoes are delivered.
 - a. Any shoe which contacts the background, court frame, or any ground outside the pit before it came to rest.
 - b. Any shoe which struck a previously defined object such as a tree limb, wire, indoor court ceiling, etc.
Note: A shoe which strikes a foreign moving object is not foul and may be re-pitched.
 - c. The second shoe if the contestant changes shoes after the first shoe has been pitched. The only exception is if the first shoe has broken in two and qualifies for a re-pitch.
 - d. Any shoe that leaves a contestant's hand once the final swing of the delivery process has started shall count as a pitched shoe. If it touches any ground outside of the target pit, it shall be counted as a foul shoe. A shoe that is accidentally dropped by a contestant before final forward swing has started shall not be considered foul and may be picked up and pitched.
3. A contestant shoes shall be called foul if the contestant removes any shoe before the scoring of that shoe has been agreed upon.

Section I. PROTESTS

If a contestant desires to make a protest, the protest shall be made to the judge or tournament official at the time the problem occurs. Tournament official's decision is final.

RULE 6 - LENGTH OF THE GAME

We will play a shoe limit game - 16 shoes per team per game, 4 shoes per inning per team X 4 innings or 2 shoes per contestant per inning or 8 shoes per contestant per game. At the end of play the team with the highest score is the winner. If the score is tied, a two-inning tie-breaker shall be played using game rules and this concept will continue until the tie is broken.

RULE 7 - SCORING THE GAME

Section A. COUNT ALL SCORING

In count-all scoring, all contestants receive credit for the number of points their own shoes are worth in each inning. Care should be taken to assure that the score keeper gets the proper score recorded.

Section B. RECORDING THE SCORE

In tournament play, the score sheet shall be the official record of the game. Contestants are encouraged to pay close attention to the score at all times. If a question or discrepancy occurs regarding the correct score, the contestant may approach the scorer between innings and during their half innings to rectify the situation. Each team member will be scored separately and the scores will be added together to establish the team score.

RULE 8 - DOUBLES PLAY

In doubles play, two contestants are partners against another team of contestants. One contestant from each team shall be at each end of the court. When contestants are pitching their shoes, the contestants at the other end shall be well behind and to the side of the pitcher's box (for their own safety) and in a stationary position so as not to disturb the pitcher on their own and adjacent courts.

Section A. REGULAR DOUBLES

In regular doubles, each team uses one pair of shoes and the contestants stay at the same end of the court for the entire game. To get things going each team must identify one member as an "A" member and the other as a "B" member. The "A" members of the opposing teams will, with a coin toss, determine which will have first pitch and the loser of the toss will select the end of the court he prefers (just like Super Bowl). The team winning the toss then becomes the "TEAM-X" in our Pitch Sequence Schedule. From there it easily identifies who pitches next for the rest of the game. If enough shoes are available we will pitch all shoes in the inning before scoring. If we have a limited number of shoes we will do half inning scoring.

NOTE: Each contestant may take 2 warm-up pitches prior to each game if desired.

RULE 9 - APPROPRIATE GWRRA MEMBER CONDUCT

We know that this is going to be a very exciting spectator sport. We wouldn't want it any other way. However we need to appreciate the efforts of the pitchers and be courteous to them while on the courts. You should not make disturbing noises or movements that could distract opponents or competitors on adjacent courts. We expect that there would be no heckling, unfair rooting or other un-sportsmanlike conduct toward any participant or tournament official or judge.

RULE 10 - TOURNAMENT OFFICIALS AND JUDGES

Section A. OFFICIALS

The tournament officials will have overall responsibility to cause the tournament to be fun and accomplished with the minimum of problems.

Section B. JUDGES

The judges will be appointed by the officials and will have the following duties:

- a. To enforce the rules and cause the proper corrective action if violations occur.
- b. To measure for ringers and shoes in count.
- c. To help make proper decisions in cases involving broken shoes, broken stakes, shoes and stakes moved by contestants accidentally, shoes pitched out of turn, and etc.
- d. Make sure each team has a A & B member and assist with the coin toss to speed up play. Decisions made by the judges and officials will be final and the games will continue on from that point.

PITCH SEQUENCE SCHEDULE

The winner of the coin toss will assume the identity of the "A" member of Team X.
 The Loser of the coin toss will assume the identity of the "A" member of Team Y.

Team X, A member has first pitch in first inning.
 Team Y, A member has first pitch in second inning.

Just follow numerical sequence.

<u>TEAM X</u>		<u>TEAM Y</u>		
<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>	
1	3	2	4	1 st Inning
2	4	1	3	2 nd Inning
3	1	4	2	3 rd Inning
4	2	3	1	4 th Inning

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING HORSESHOE TOURNAMENT
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Volunteer Pins	12 ea	
Ice Cream Tickets	12 ea	
Tables	2 ea	8 ft Standard
Chairs	6 ea	Folding
Horseshoe Sets	12 ea	Shoes & Stakes
Tools	1 ea	Rake & Shovel
Sign Up Sheets	6 ea	See Attached
Score Sheets	48 ea	See Attached
Rules	24 ea	Copies
Ink Pens	6 ea	Ball Point
Clipboards	6 ea	Standard
Signs		
Maps		
Tape Measure	100 foot	
Award	1 ea	First Place
Award	1 ea	Second Place
Information For Judges	6	
Water Cooler & Cups	1 ea	
Aerosol Chalk	2 ea	Spray Cans

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING HORSESHOE TOURNAMENT
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
Volunteer Pins		
Ice Cream Tickets		
Tables		8 ft Standard
Chairs		Folding
Horseshoe Sets		Shoes & Stakes
Tools		Rake & Shovel
Sign Up Sheets		See Attached
Score Sheets		See Attached
Rules		Copies
Ink Pens		Ball Point
Clipboards		Standard
Signs		
Maps		
Tape Measure		
Award		First Place
Award		Second Place
Information For Judges		
Water Cooler & Cups		
Aerosol Chalk		Spray Cans

HORSESHOE PITCH TOURNAMENT SCORE SHEET

REGION _____ vs. REGION _____

GAME # _____

INNING	REGION _____	REGION _____
1		
2		
3		
4		
TOTAL		

WINNER: REGION _____

HORSESHOE TOURNAMENT SIGN IN SHEET

TEAM #	PLAYER	NAME	REGION
1	A		
	B		
2	A		
	B		
3	A		
	B		
4	A		
	B		
5	A		
	B		
6	A		
	B		
7	A		
	B		
8	A		
	B		
9	A		
	B		
10	A		
	B		
11	A		
	B		
12	A		
	B		

GOLD WING ROAD RIDERS ASSOCIATION GWRRA / WING DING - INFORMATION BOOTH WING DING

OVERVIEW

The GWRRA Information Booth is an information resource for those attending Wing Ding. There should be one-two volunteers manning the booth at all times during show hours.

The volunteers need to be very knowledgeable of GWRRA policies and procedures. They should be able to maintain a pleasant, friendly attitude even when confronted by someone with a less-than-pleasant, friendly attitude.

There are several reasons why people stop at the booth. They will ask questions or voice complaints and concern about various aspects of GWRRA.

You should only answer questions for which you are sure of the answer. If you aren't sure of the answer, **DO NOT** try to "guess" or bluff it -- instead, either page (via two-way radio or public address) the right person (if it's something that needs immediate attention), or **have the Member complete one of the "Question/Comment/Concern/Suggestion" forms** that are stocked at the booth.

If you can do something to correct a problem that the Member has, then you should do so; however, if it's something that's out of your control, you should again either page the right person or have the Member complete one of the forms. Completed forms should be placed in one of the large envelopes marked "Completed Question/Comment Forms."

Above all make sure we address the Member's problem. The Member must feel that their voice has been heard and their problem was answered or someone will answer their concern.

Others come to the booth are non-members who, after spending time at the Rally, may be thinking of joining. So have information on membership and applications available at the booth. Remember we also have a Recruiting Booth that is specifically set up for recruiting and has a lot of information, but don't inconvenience the prospective new member. The booth should be stocked with copies of Wing World, Gold Book, and examples of Chapter Newsletter to show the new member. Remember to explain the many benefits of joining GWRRA.

Others may be Members who want to renew their membership, again you have applications in the booth.

This area also is used at "Lost & Found" for Wing Ding delegates.

When a new member joins or a current member renews their membership and pays by credit card, you should check the card expiration date and write the credit card number and expiration date on the application. Make sure the application is properly filled out and signed by the applicant. Staple any checks or cash to the application form and place it in one of the large envelopes marked “Completed Membership Applications”.

Copies of next years Wing Ding registrations should be stocked in the booth. **If a member registers for next years Wing Ding make sure the form is properly filled out and collect payment the same as above. You should staple any checks or cash to the registration form and place it in the envelope marked “Completed Wing Ding Registrations”.**

Many of the members will come to the Information Booth seeking information on the location of events and sign up sheets. Have copies of the Wing Ding Program and Wing Ding site map, you will have a sheet that lists commonly asked-about locations (e.g. where door prize tickets numbers are posted, where do they go to sign up for various events, etc.).

MANPOWER REQUIREMENTS

1 - 2 Volunteers per shift (3 - 4 hours)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OF MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING INFORMATION BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
WING DING SITE MAP	1 EACH	LARGE SIZE
TWO-WAY RADIO	1 EACH	SET TO PROPER CHANNEL
QUESTION/COMMENT FORM	100 EACH	SEE ATTACHED
MEMBERSHIP APPLICATIONS	100 EACH	8 ½" X 11"
MEMBERSHIP APPLICATIONS	100 EACH	QUAD-FOLD
WING DING PROGRAMS	500 EACH	TO HAND OUT
WING WORLD MAGAZINE	100 COPIES	FOR RECRUITING
GOLD BOOK	2 COPIES	FOR RECRUITING
WING DING REGISTRATIONS	500 EACH	NEXT YEAR'S
ENVELOPES (10 " X 13")	4 EACH	<u>FOR COMPLETED FORMS/APPS.</u> 1) Question/Comment 2) New Member / Renewals 3) Next Year's Wing Ding Apps. 4) Misc.
INK PENS	24 EACH	BIC STICK
PAPER	4 EACH	8 ½" X 11" NOTE PADS
MONEY BAGS	2 EACH	MEMBERSHIP REGISTRATION
STAPLER	1 EACH	STANDARD
STAPLES	1 BOX	STANDARD
"Information Booth" Sign	1 EACH	To display at Info Booth
"Lost & Found" Sign	1 EACH	To display at Info Booth
Stand-up Easel with paper	1 EACH	To write messages
Marking Pens	3 EACH	To write messages
Volunteer Pins	20 EACH	For Volunteers
Ice Cream Tickets	20 EACH	For Volunteers

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING INFORMATION BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
WING DING SITE MAP		LARGE SIZE
TWO-WAY RADIO		SET TO PROPER CHANNEL
QUESTION/COMMENT FORM		SEE ATTACHED
MEMBERSHIP APPLICATIONS		8 ½" X 11"
MEMBERSHIP APPLICATIONS		QUAD-FOLD
WING DING PROGRAMS		TO HAND OUT
WING WORLD MAGAZINE		FOR RECRUITING
GOLD BOOK		FOR RECRUITING
WING DING REGISTRATIONS		NEXT YEAR'S
ENVELOPES (10 " X 13")		<u>FOR COMPLETED FORMS/APPS.</u> 1) Question/Comment 2) New Member / Renewals 3) Next Year's Wing Ding Apps. 4) Misc.
INK PENS		BIC STICK
PAPER		8 ½" X 11" NOTE PADS
MONEY BAGS		MEMBERSHIP REGISTRATION
STAPLER		STANDARD
STAPLES		STANDARD
"Information Booth" Sign		To display at Info Booth
"Lost & Found" Sign		To display at Info Booth
Stand-up Easel with paper		To write messages
Marking Pens		To write messages
Volunteer Pins		For Volunteers
Ice Cream Tickets		For Volunteers

GOLD WING ROAD RIDERS ASSOCIATION KIDS GAMES WING DING

OVERVIEW

Having the kids attend Wing Ding is always an exciting time for them and their families. Kids games show that as a family organization we are interested in them as future members. So don't take the games portion of Wing Ding lightly.

You need to set up 5 - 6 games that are applicable to various ages, small changes in the rules can accommodate different ages.

SUGGESTION: Consider setting up an area for drawing/coloring pictures. While one age group is doing their games, the other can be kept busy with pictures. You could issue ribbons for each age group, and place stickers of accomplishment on all drawings turned in for judging.

A Gift or Grab Bag for the game participants is always appreciated. Have grab bags include prizes that fit either boys or girls.

Set up the games to run on two separate days allowing for scheduling of events.

Award 1st, 2nd, & 3rd Prize Ribbons for both Boys and Girls on both days.

Have refreshments for the participants. (Bottles of water)

Signs posted around Wing Ding site will attract participants to the games including onlookers. **Be sure the signs state the location and time for the games.**

Have sign up sheet available at games. Note parent's name if they drop off their child.

If at all possible have the game themes the same as Wing Dings theme for that year. **The games should appeal to all age groups attending.**

Some thought should be given to having the parents participate with the kids, father/son, mother/daughter or vice-versa.

Take Pictures

Above all have fun with this event, it is important to our organization.

MANPOWER REQUIREMENTS

- 2 - 4 at Registration Table per day (3 - 4 hours)
- 10 - 12 working games with children (3 - 4 hours)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST
USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

GOLD WING ROAD RIDERS ASSOCIATION KIDS GAMES WING DING

NAME	AGE	BOY	GIRL	DIST.	CHAPTER	SCORE

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING KIDS GAMES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE	2 EACH	8'
CHAIRS	8 EACH	FOLDING
GRAB BAGS	90 EACH	SUITABLE FOR BOYS OR GIRLS
RIBBONS	4 EACH	1st, 2nd, & 3rd PLACE
SIGNS	10 EACH	KIDS GAMES TIME & LOCATION
SIGN UP SHEETS	4 EACH	SEE ATTACHED
INK PENS	12 EACH	BIC STICK
PENCILS	12 EACH	#2
VOLUNTEER PINS	32 EACH	
ICE CREAM TICKETS	32 EACH	
COLORING PAPER	50 EACH	
CRAYONS	10 BOXES	
STICKERS	1 PAD	
HOOLA HOOPS	8 EACH	
KICK BALL	2 EACH	

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING KIDS GAMES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE		8'
CHAIRS		FOLDING
GRAB BAGS		SUITABLE FOR BOYS OR GIRLS
RIBBONS		1st, 2nd, & 3rd PLACE
SIGNS		KIDS GAMES TIME & LOCATION
SIGN UP SHEETS		SEE ATTACHED
INK PENS		BIC STICK
PENCILS		#2
VOLUNTEER PINS		
ICE CREAM TICKETS		

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING KIDS GAMES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.

GOLD WING ROAD RIDERS ASSOCIATION LEADERSHIP TRAINING DIVISION BOOTH WING DING

OVERVIEW

The GWRRA Leadership Training Division Booth is the central location for seminar information. There should be two volunteers associated with Leadership Training manning the booth during show hours.

The volunteers need to have a general knowledge of each seminar content in order to answer questions, i.e., “What is this or that Seminar about?”.

Ticket color (Leadership Training Raffle) - A color not used for any other tickets sales.

Ticket Container - A sealed box of suitable size with a sample ticket attached.

MANPOWER REQUIREMENTS

2 Volunteers per shift (2 hours)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING LEADERSHIP TRAINING BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
WING DING SITE MAP	1 EACH	LARGE SIZE
WHITE BOARD	1 EACH	LARGE
MARKERS FOR WHITE BOARD	2 EACH	BLACK
EASELS	7 EACH	FLOOR & TABLE TYPES
SEMINAR SCHEDULE	2 EACH	From WD Program or WW
VOLUNTEER PINS	30 EACH	
ICE CREAM TICKETS	30 EACH	
TABLES	2 EACH	8' FOLDING
CHAIRS	2 EACH	FOLDING
SIGNS	VARIED #	DETERMINED BY SITE CONFIGURATION
WING DING PROGRAMS	50 EACH	
NOTE PADS (4"X 6")	12 EACH	WHITE WITH GUM TOP
SUGGESTION BOX	2 EACH	WHITE
TAPE (2")	1 ROLL	TRANSPARENT
CLIPBOARDS WITH PENCILS	6	

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING LEADERSHIP TRAINING BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
WING DING SITE MAP		LARGE SIZE
WHITE BOARD		LARGE
MARKERS FOR WHITE BOARD		BLACK
EASELS		FLOOR & TABLETYPE
SEMINAR SCHEDULE		From WD Programor WW
VOLUNTEER PINS		
ICE CREAM TICKETS		
TABLES		8' FOLDING
CHAIRS		FOLDING
SIGNS		
WING DING PROGRAMS		
NOTE PADS (4"X6")		
SUGGESTION BOX		
TAPE (2")		TRANSPARENT
CLIPBOARDS WITH PENCILS		

GOLD WING ROAD RIDERS ASSOCIATION LIGHT PARADE/LIGHT SHOW JUDGING WING DING

OVERVIEW

Volunteers that work the Parade of Lights and Light Show Judging need to be very familiar with the classifications of the Light Show.

They need to understand the process and must properly record the name of the participants, bike number, class assigned and where the participants must go for their specific class to be judged after the parade.

LIGHT PARADE

You will need necessary paperwork per guidelines in the Officer Guidebook.

Have one couple to “greet” the potential sign-in. Each participant was handed a copy of the classifications and they suggested which class they should be in. The “greeters” instructed the participants to go to staging lane one, two, or three depending on their classification.

A minimum of three lanes for judging (this will depend on number of entries) approximately 20’ between each classification to allow for judging.

Have all forms prepared before getting to Wing Ding and printed.

Plaques need to be ordered for each place and classification. Awards will be presented at event so make sure you have on them on hand before event. Contact the Event Coordinator a day or so before the parade so that you can inventory awards and needed material of 1st, 2nd, & 3rd will be presented for each class.

Post the guidelines as to the judging of each bike at sign-in location for all to view.

Give a copy of the guidelines to each member that competes.

Allow about 2 hours before the event to set up.

When judging is complete, write the winners of each class. Give to the Home Office for records.

You will need approximately 10 people to hand out tickets for prizes *if you have them*. Have a container available to place tickets in.

Meet with your police escorts (if event will be held on public roads) at least 2 hours before event; discuss parade speed and departure time and location.

Confirm the parade route at least a day in advance, in case of last minute changes. Look for potential problems areas along the route such as potholes and other such things as you may need to place a cone or put someone in that area to warn the riders. Check the area in which the judging will be held (it is recommended that this be performed at night and during the day), are there lights (will they be shut off for judging, if not how bright are they; what effect will have on trying to judge).

Having volunteers at the parade end site to assist with parking and congestion will be helpful.

LIGHT SHOW JUDGING DETAILS

There will be three classes; each class will offer three awards -- 1st, 2nd, & 3rd Place. Have all the Light Show participants register before the Light Parade begins this will allow for those that will be participating to know their class and where to report immediately after the Light Parade.

For ease in identifying classes three different colored headlight stickers are used for easy recognition of proper classification (i.e. Class 1 = Red Sticker, Class 2 = Green Sticker & Class 3 = Yellow Sticker).

CLASS I: STREET CLASS

- 1) All participants must be registered for Wing Ding (check arm bands, find out before the light parade what the day pass armband color is for that day)
- 2) All **motorcycles and trikes** with non-flashing lights. Exception: 4-way stock flashers, modulating headlight, alternating flashing brake lights. Any color is acceptable.
- 3) All lights, mountings and wires must be permanently attached to the cycle and accessories, and must not interfere with the safe operation of the motorcycle. (No taped-on or tied-on temporary lights)

CLASS II: STREET COMBINATION

The rules for Street Combination are the same as above, but we now **add** to the motorcycle or trike **a sidecar and/or trailer**. These must also be street legal.

CLASS III: OPEN CLASS

- 1) All participants must be registered for Wing Ding.
- 2) Anything goes lighting
- 3) No disqualification's
- 4) At the discretion of the event organizers, the entry may not be allowed to be ridden. Keep in mind the route of the parade when considering this item.
- 5) All bikes, trikes, trailers, sidecars with computerized lighting and flashing lights will fall into this class. (If flashing lights are only 4-way stock flashers, modulating headlights, or alternating brake lights, bike may be in class I).

When the Light Parade finishes all participants in the Light Show Judging will return to the staging area and line up in their class to be judged.

SUGGESTED RULES FOR LIGHT SHOW JUDGING

- 1) All participants in the Light Show Judging must be registered for Wing Ding.
- 2) The number of lights on the bike will not determine the winner.. judging will be based upon the continuity, the overall pattern and the general appearance of the display.
- 3) The lights, mounting and wiring cannot, in any way, jeopardize the safe operation of the motorcycle.
- 4) The scoring criteria will be:
 - a. Continuity10 points
 - b. Pattern10 points
 - c. Appearance10 points
 - d. Creativity10 points
 - e. Safety10 points

Maximum Score50 points
- 5) Awards will be given for 1st, 2nd, and 3rd place in each class or as determined by the event coordinator.

MANPOWER REQUIREMENTS

Twenty volunteers for classification and staging light parade (remember to have people familiar with the classification process to help). Additional help may be required if volunteers are needed along the light parade route.

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING LIGHT PARADE AND LIGHT SHOW
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS	20 EACH	
ICE CREAM TICKETS	20 EACH	
BULL HORN	1 EACH	
CLIP BOARDS	6 EACH	STANDARD
LIGHT SHOW SIGN UP FORMS	5 EACH	SEE ATTACHED
LIGHT SHOW JUDGING FORM	25 EACH	SEE ATTACHED
FLASHLIGHT	6 EACH	
MASKING TAPE	2 ROLLS	1"
MAGIC MARKERS	24 EACH	BLACK
TABLE	1 EACH	8'
CHAIRS	4 EACH	FOLDING
DOT STICKERS	150 EACH	3 COLORS BRIGHT
PENCILS	24 EACH	#2
COUNTERS	2 EACH	HAND OPERATED
SIGNS	6 EACH	PARADE DIRECTIONS
RADIOS	4 EACH	2-WAY

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING LIGHT PARADE AND LIGHT SHOW
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS		
ICE CREAM TICKETS		
BULL HORN		
CLIP BOARDS		STANDARD
LIGHT SHOW SIGN UP FORMS		SEE ATTACHED
LIGHT SHOW JUDGING FORM		SEE ATTACHED
FLASHLIGHT		
MASKING TAPE		1"
MAGIC MARKERS		BLACK
TABLE		8'
CHAIRS		FOLDING
DOT STICKERS		3 COLORS BRIGHT
PENCILS		#2
COUNTERS		HAND OPERATED
SIGNS		PARADE DIRECTIONS
RADIOS		2-WAY

GOLD WING ROAD RIDERS ASSOCIATION LOCAL AREA - INFORMATION BOOTH WING DING

OVERVIEW

Have 4 volunteers available to man the booth during normal show hours.

Volunteers need to be familiar with Wing Ding host city, location of attractions, restaurants and other points of interest.

If there is a Wing Ding Coupon Book the volunteers need to be familiar with many of the locations in the book, especially the popular ones. Often you may be the resource for good restaurants or ice cream shops in the area. This information probably is easy because you probably know all of them already.

You should be familiar with the Wing Ding Program and locations of staging areas for the parades and parade routes and best viewing spots.

Have fun with this event, next year some of the people that are asking you questions, may be giving you information at Wing Ding in their area.

MANPOWER REQUIREMENTS

4 people per shift (3- 4 hours each) all 4 days

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING LOCAL AREA – INFORMATION BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLES		8'
CHAIRS		FOLDING
FLIERS OF LOCAL ATTRACTIONS		SUPPLIED BY LOCAL
STATE MAPS		SUPPLIED BY LOCAL
SIGNS		LOCAL INFORMATION
VOLUNTEER PINS		
ICE CREAM TICKETS		

GOLD WING ROAD RIDERS ASSOCIATION MASCOT COMPETITION WING DING

OVERVIEW

The Mascot Contest needs to be scheduled on the 2nd or 3rd day of Wing Ding.

There needs to be advanced publicity in Wing World to include specifically what is going to be judged in each of the three categories: Stuffed Animal, Cartoon Character, or Human Form. **This will require an article submitted by you, no later than Jan 1st.**

Make the show area accessible to the rally-goers, before and after the judging has been completed.

Since most of the mascots will be shown on the motorcycles, **make sure to have room for parking and viewing.**

A table should also be available for those that will not be showing their mascot on their motorcycle.

When you set a time for competition select only the start time (e.g. 2:00 p.m. not 2:00 - 4:00 p.m.) someone will show up at 3:45 and want to enter the competition after judging is done. You don't want to upset or disappoint them by telling them they're too late.

Set a specific time for the contest (e.g., 2:00 p.m.) and then publicize the fact that ALL participants must either (a) sign-up in advance (i.e., a day or two before the contest); or, preferably (since some Members will not arrive until the day of the contest), and/or (b) just prior to the contest. If (b) is selected, the advance publicity should state that all entries must arrive at the contest location 30-45 minutes prior to the contest to allow sufficient time to get signed in before the contest begins, and that **all** entries **must** be signed in by 1:30 p.m. (if the contest time is 2:00 p.m.)

If Sign-Up sheets are available at a remote location (i.e. GWRRA Information Booth) be sure that a set up guidelines are also available with the Sign-Up sheets.

Six (6) judges need to be pre-selected and educated prior to the start of the competition (see attached "Information for Judges" and "Score Sheet"). Regional Couples Of the Year make excellent judges and enjoy doing this "job."

Each entry will need to be identified for the judges and then to determine the winners, the following system has been worked out.

SUGGESTED PROCEDURE

1) Have someone assist the entrants with the sign-in process to be sure all information is entered on the Sign-Up Sheet. Be sure entrants know their mascot may be shown on or off their motorcycles.

2) As an entrant signs in, give them a 5”X7” index card coded by (a) the category they’ve checked on the Sign-Up Sheet (SA, CC, or HF) and (b) a sequential number as they sign in (see attached samples). The first entrant in the Stuffed Animal (SA) category will get a card marked “SA-1”, the second entrant in that category will get a card marked “SA-2”, and so forth. Similarly, the first entrant in the Cartoon Character (CC) category will receive a card marked “CC-1” follow this procedure for Human Forms etc. Putting a small “1”, “2” etc. next to the check mark in the “Check One” columns on the Sign-in Sheet will help you keep track of each entrant and their code identifier.

1) Have each entrant print their name on the back side of the card, in case the card gets separated from the mascot.

2) Have each entrant place their card, with the code showing, in a conspicuous location next to their mascot where the judges can see it.

3) Each judge should be given enough Score Sheets to score all Stuffed Animals on one (or more) sheets, follow this procedure for all classes. As the judges score each mascot, have them enter their scores on the appropriate Score Sheet. A mascot with a card marked “CC-7” would be scored as number 7 on the Cartoon Character Score Sheet.

Have someone tally the judges’ scores (see attached “Tally Sheet”). All winners will be announced at the conclusion of the contest, and awards will be given out at that time.

Participants should not be required to stay during the entire judging period. If they want to leave the area, allow them to do so, but they must leave their mascot and then return and be present to accept their plaques if they’re a winner

Turn in all Score Sheets to the Home Office for records.

MANPOWER REQUIREMENTS

6 Judges

3 Assistants at Sign-Up table

3 persons to tally score sheets (a double check of score sheets should be done to ensure correctness.)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st
GOLD WING ROAD RIDERS ASSOCIATION
WING DING MASCOT COMPETITION
SIGN-IN SHEET

First and Second Place plaques will be awarded, immediately after judging is completed, in 3 categories: Stuffed Animal, Cartoon Character, and Human Form.

Points will be given for Creativity (up to 50 points), Proper Riding Apparel (up to 30 points), and GWRRA Identification (up to 20 points), for a total possible score of 100 points.

PLEASE PRINT LEGIBLY:

CHECK ONE:

Name	District	Chapter	Member #	Stuffed Animal	Cartoon Character	Human Form

GWRRA MASCOT COMPETITION INFORMATION FOR JUDGES

CATEGORIES: Stuffed Animal, Cartoon Character, Human Form

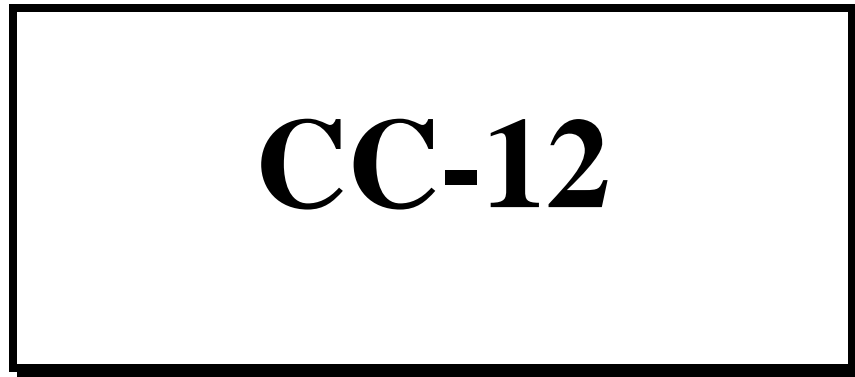
		Total Possible Points
1.	Creativity (e.g., ties in with motorcycling, bike's theme, Wing Ding theme, etc. shows that time/effort went into mascot's appearance, etc.)	50
2.	Proper Riding Apparel *Score 5 points each for: <ol style="list-style-type: none">1. Helmet2. Eye Protection3. Gloves4. Over-the-“Ankle” Shoes/Boots5. Long-Sleeve Shirt6. Long Pants	30*
3.	Evidence of GWRRA Identification (any patch, pin, etc. with GWRRA name or logo)	20

Mascot Contest entries should be identified on 5"x7" index cards as shown in the following examples:

The index card for the first entry in the Stuffed Animal category would look like this:



The index card for the twelfth entry in the Cartoon Character category would look like this:



The index card for the fourth entry in the Human Form category would look like this:



**GWRRA MASCOT COMPETITION
TALLY RESULTS
STUFFED ANIMAL
Judges' Scores**

#	1	2	3	4	5	6	Total

**GWRRA MASCOT COMPETITION
TALLY RESULTS
CARTOON CHARACTER
Judges' Scores**

#	1	2	3	4	5	6	Total

GWRRA MASCOT COMPETITION
TALLY RESULTS
HUMAN FORM
Judges' Scores

#	1	2	3	4	5	6	Total

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING MASCOT JUDGING
MATERIALS NEEDED LIST***

Items	Quantity	Additional Info
Volunteer Pins	12 EACH	
Ice Cream Tickets	12 EACH	
Tables	6 EACH	8'
Chairs	12 EACH	Folding
Sign-In Sheet	6 EACH	See Attached
Index Cards	100 EACH	5" X 7"
Information For Judges	12 EACH	See Attached
Score Sheets	15 EACH	See Attached
Tally Sheets	2 EACH	See Attached
Ink Pens	12 EACH	BIC Stick
Calculator	3 EACH	Standard
Tape	1 ROLL	Scotch, (with Dispenser)
Marking Pens	3 EACH	Black
Award	1st Place	Mascot Contest Stuffed Animal
Award	2nd Place	Mascot Contest Stuffed Animal
Award	1st Place	Mascot Contest Cartoon Character
Award	2nd Place	Mascot Contest Cartoon Character
Award	1st Place	Mascot Contest Human Form
Award	2nd Place	Mascot Contest Human Form

GOLD WING ROAD RIDERS ASSOCIATION POKER RUN WING DING

OVERVIEW

Pre-registered paid hands are listed on the green bar printout, Poker Run pins are packed in their registration packet and should have been given to the delegates at the time they picked up their packets.

If a member claims that they did not receive their pin, and their name is on the green-bar printout, issue them another.

When a member checks in you need to scratch their name off the printout, showing that they participated in the Poker Run.

Additional hands can be purchased at an additional fee.

Poker Run hands can be purchased on site, the cost is \$5.00 each, this includes the draw of 5 (or 6, or 7) cards and a Poker Run pin while supplies last. Only pre-registered hands are guaranteed a Poker Run Pin.

Anyone with a Full Registration or the proper Day Pass arm-band may purchase a Poker Run hand.

GENERAL GUIDELINES

All hands purchased on site are \$5.00 each.

Each hand drawn is 5 (or 6, or 7) cards, as determined in advance.

NO EXTRA cards may be purchased.

Participants can draw as many hands as they wish at \$5.00 each. However only one Poker Run pin is issued per person (while supplies last).

Each card drawn has a point value, that is posted on the table.

Points will be totaled and the high scores will win.

In the event of a tie, the best poker hand will win.

You do not have to be present to win.

The responsible person in charge of the Poker Run Check in will routinely count and collect the money. They will keep a running tab on the total amount in the prize money.

Four volunteers operating two lines checking in and dealing or controlling the drawing of cards from a container will keep the flow going without long delays. Someone in charge either Regional or District staff being present to answer questions or solve problems is important.

As relief volunteers change shifts it helps to have the person being relieved show the new person the ropes and making sure the process is understood.

MANPOWER REQUIREMENTS

6 people per shift (3 - 4 hours each)

See attached volunteer list and time schedule.

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING POKER RUN CHECK IN
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER LIST	2 COPIES	SEE ATTACHED
VOLUNTEER PINS	75 EACH	
ICE CREAM TICKETS	75 EACH	
POKER RUN PINS (EXTRA)		
SIGNS	2 EACH	POKER RUN CHECK IN
PRINT OUT (GREENBAR)	2 EACH	POKER RUN REGISTRANTS
MONEY BAGS	2 EACH	POKER RUN
START UP MONEY	ASSORTMENT	\$1, \$5, & \$10
COPIES OF ALL RUN ROUTES	LARGE AMOUNT	EACH ROUTE
TABLES	2 EACH	8'
CHAIRS	8 EACH	FOLDING
CHECK IN BOARD	3 EACH	WITH POINT VALUES
DECKS OF CARDS	6 EACH	STANDARD DECKS
CHECK IN SHEETS	1,500 COPIES	
PENS	12 EACH	BIC STICK
CASH BOX	1 EACH	POKER RUN
TAPE	1 ROLL	SCOTCH
DUCT TAPE	1 ROLL	2"
ENVELOPES	6 EACH	9" X 12"
HI-LITERS	6 EACH	BRIGHT COLOR
STAPLES	1 BOX	STANDARD
STAPLER	1 EACH	STANDARD

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING POKER RUN CHECK IN
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER LIST		SEE ATTACHED
VOLUNTEER PINS		
ICE CREAM TICKETS		
POKER RUN PINS (EXTRA)		
SIGNS		POKER RUN CHECK IN
PRINT OUT (GREENBAR)		RUN REGISTRANTS
MONEY BAGS		POKER RUN
START UP MONEY		\$1, \$5, & \$10
COPIES OF ALL RUN ROUTES		EACH ROUTE
TABLES		8'
CHAIRS		FOLDING
CHECK IN BOARD		WITH POINT VALUES
DECKS OF CARDS		STANDARD DECKS
CHECK IN SHEETS		
PENS		BIC STICK
CASH BOX		POKER RUN
TAPE		SCOTCH
DUCT TAPE		2"
ENVELOPES		9" X 12"
HI-LITERS		BRIGHT COLOR
STAPLES		STANDARD
STAPLER		STANDARD

GOLD WING ROAD RIDERS ASSOCIATION RECRUITING BOOTH WING DING

OVERVIEW

Volunteers working the Recruiting Booth need to be knowledgeable about GWRRA, and should be able to explain the various Membership Programs (Full member, Associate Member, Booster Supporter). They should be knowledgeable about the Benefits of Membership and able to answer questions the “New Member” may ask.

The people that come to the Recruiting Booth range from those who have been Members in the past and have decided to re-join, to people who are not at all familiar with the association and are only “considering” becoming a member. Some will be non-Gold Wing motorcyclists, other will be new Gold Wing owners. Regardless, they should all be treated equally and be given the same amount of attention in explaining the benefits of belonging to the association.

Some who are non-members have come to the Booth because they have been referred by one of the volunteers working in the On-Site Registration Booth, to encourage them to join in order to get the Member Wing Ding registration rate. The volunteers should be able to explain the “economical” benefits of joining the association on the spot.

A copy of the guidelines and Membership Program explanation should be kept in the Recruiting Booth, and every volunteer should read them before starting their tour of duty. A sample of each of the “tangible” benefits (e.g. membership patch, pin/year bar, Gold Book, Wing World, etc.) should be available in the Booth to show potential new members. To help explain some of the “intangible” benefits of belonging to GWRRA, copies of Chapter newsletters should also be available.

Setup Recruiter Booth

- **Booth needs to be located in close proximity (preferably adjacent) to Wing Ding Post Registration area.**
- **Booth needs to be staffed** during same hours as registration
- **Have a sign up sheet for volunteers**
- Have a large supply of Membership Applications
- Have a **book of receipts** for new members to give Wing Ding Post Registration staff in order to get “Member” Wing Ding registration rate.
- **Have a large supply of past issues of Wing World magazine** to be given only to prospective members.
- **Have 2 copies of Gold Book**
- **Have a stapler** (to attach checks/money to applications)
- **Large envelopes** for completed applications/money
- **Assortment of small bills** (\$1, \$5, & \$10) for making change
- **Pens and paper**
- **“Guidance” information sheet for volunteers working booth.**
- **Signs to show how much Wing Ding registration** would be for Member vs. Non-Member.

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

GUIDELINES FOR GWRRA RECRUITING BOOTH

- 1) **Greet everyone with a smile and a friendly greeting!**
- 2) **Ask if they own a Gold Wing;** if yes, what year, model, etc.; if not, ask what type of motorcycle.
- 3) **Ask if they are a Member?**
- 4) **If not a Member, explain the appropriate type(s) of membership(s) and what they get for their membership.** For example, Full Members:
 - a. 4” GWRRA Patch (one time)
 - b. Membership Pin (Year bar for 2nd and subsequent years)
 - c. Plastic Membership Card (new card with each renewal)
 - d. Two 4” GWRRA Decals (one time)
 - e. Official Key Chain with GWRRA Membership Number (one time)
 - f. Several Membership Courtesy Cards
 - g. Gold Book (once a year)
 - h. Wing World Magazine (monthly)
 - i. Friendship (forever)
 - j. Rally Discounts (wherever)
 - k. A Gold Wing Family (everywhere)
 - l. Other “services” offered to Members (e.g. Mastercard) (varies from time-to-time)
- 5) **Explain the Gold Book and how it can be used.** Show them the different types of information contained in the book.
- 6) **Explain Wing World Magazine** - give them a free sample copy. Show them the Table of Contents, page through the magazine:
 - a. Work Bench
 - b. What’s New (new products being offered)
 - c. Rally Information
 - d. Chapter in their area, etc.

- 7) **Explain that they are Members of the Association, not of an individual Chapter.** They do not need to join a Chapter or pay any additional “dues”. However, show them copies of some Chapter Newsletters to give them an idea of what Chapter do for FUN!
- 8) **Explain that GWRRA is a non-political, non-religious organization. DO NOT** engage in any confrontations regarding what is perceived to be “bad” about the organization. **DO NOT** engage in any “negative” discussions about other Gold Wing organizations who may be in competition with GWRRA.
- 9) **Once they’ve decided to join, help them fill out the application** - check to be sure they’ve completed all appropriate blocks. Don’t forget to include your name and membership number to receive credit for “Finding a Friend”.
- 10) If paying with a credit card, check the card for expiration date and write the credit card number and expiration date on the application. Check to be sure the applicant has signed their name. If paying with a check, be sure the check is made out to “GWRRA” and is signed.
- 11) Staple check or cash to the application form and place it in one of the large envelopes marked “Completed Membership Applications”
- 12) **Welcome the new member to the organization and tell them it enjoy Wing Ding and their organization.**

GWRRA MEMBERSHIP EXPLAINED

Individual or Family Membership

Any individual or family who owns a Gold Wing or Valkyrie motorcycle and pays the annual membership fee. The Family membership applies to all persons living within the same household, who desire membership within the Association and are registered with GWRRA.

Individual or Family Associate Membership

Any individual or family that does not own a Gold Wing or Valkyrie but is interested in GWRRA Membership and pays the appropriate membership fees. The Family Associate Membership applies to all persons living within the same household who desire membership within the Association. Associate Members are welcomed and encouraged to hold staff positions, but are not eligible to hold a line officer position. An Associate Member may serve as Rider Educator if properly qualified and with the approval of the appropriate Leaders.

<i>GOLD WING ROAD RIDERS ASSOCIATION WING DING RECRUITING BOOTH SIGN UP SHEET</i>	
FIRST DAY	NAME
9:00AM - Noon	
Noon - 3:00 PM	
3:00 PM - 5:00 PM	
SECOND DAY	
9:00AM - Noon	
Noon - 3:00 PM	
3:00 PM - 5:00 PM	
THIRD DAY	
8:00 AM - 10:00 AM	
10:00 AM - Noon	
Noon - 2:30 PM	
2:30 PM - 5:00 PM	
FOURTH DAY	
8:00 AM - 10:00 AM	
10:00 AM - Noon	
Noon - 2:30 PM	
2:30 PM - 5:00 PM	
FIFTH DAY	
8:00 AM - 10:00 AM	

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING RECRUITING BOOTH
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE	1 EACH	8' long (Tall)
Stools	3 EACH	(for Tall Table)
SIGN UP SHEET	2 COPIES	SEE ATTACHED
MEMBERSHIP APPLICATIONS		
RECEIPT BOOK	1 EACH	STANDARD
WING WORLD MAGAZINE	250 EACH	PAST ISSUES
GOLD BOOK	2 EACH	FOR DISPLAY
STAPLER	1 EACH	STANDARD
STAPLES	1 BOX	STANDARD
ENVELOPES	5 EACH	10" X 13" MANILA
STARTUP MONEY	ASSORTMENT	\$1, \$5, & \$10
Cash Box	1 Each	
INK PENS	1 DOZEN	BIC STICK
PAPER	5 PADS	NOTEBOOK
SIGN	2 EACH	JOIN/RENEW MEMBERSHIP
VOLUNTEER PINS	20 EACH	
ICE CREAM TICKETS	20 EACH	

GOLD WING ROAD RIDERS ASSOCIATION ON-SITE REGISTRATION WING DING

OVERVIEW

This is an opportunity for you to help set the mood of many of the on-site registrants and make their experience at Wing Ding pleasurable.

One or two **“greeters” at the door** to welcome them and direct them to the area for registration will be time well spent. A simple “Hi welcome to Wing Ding, you’re going to have a fantastic time”, will make them know we appreciate them attending.

Have enough people to work the registration tables, thereby reducing the amount of time spent waiting in line.

Remember you’re the first place the delegates come, and your attitude and having fun will help encourage them to do the same.

When setting up manpower remember it’s better to have more people scheduled than you may need. If there is some slack time, let some of the volunteers go and enjoy the event, and check back a little later.

Along with the greeters one or more people walking around and talking/answering any question the delegates may have is a good idea. In general “pay attention to our people”.

One of the duties you need to plan for is daily counting of on-site registration forms. We need to track the number of people attending and someone from the Home Office will be there to assist in this task.

Setting up of the On-Site Registration area will be completed on the day before the start of Wing Ding so plan for some manpower to assist in this. Most likely, the “Pre-Registration” table will be set up nearby. Make sure the tables are set up as to avoid conflicts in the lines of delegates with Pre-Registration or Fix-it Booth.

Set up the at least three tables handle the flow of people who just completed the registration form for a full packet. Here they pay their fee, receive their packets, etc.

Set up at least four additional tables for those delegates who wish to pay for only a Day Pass. Eliminate the need to fill out a form, simply have three to four lines for people to pay their fee and receive their day pass armband.

Pre-order a minimum of six to eight ON-SITE REGISTRATION poster type signs with arrows clearly pointing the direction to the On-Site Registration area.

Pre-order the proper signs that describe the different sections of your table setup. i.e. **DAY PASSES ONLY, FULL REGISTRTION ONLY< along with the fees adjacent to the title.**

You will need people available that can handle cash registers and credit card machines, this is often handled by the regional staff responsible for on-site registration.

MANPOWER REQUIREMENTS

You will need to set up at least 3 or 4 shifts of volunteers, depending on the hours of the Registration area. Keep in mind, the first morning of Wing Ding, the On-Site Registration area is most busy. That day you will need, 14 to 16 per shift

Eight people to handle the initial flow of delegates wishing to fill out a full registration form. Each person will need an adequate supply of blank forms along with decent pencils or pens, not golf scoring pencils.

At least two “greeters” at the door greeting the delegates, along with advising them which line to get in.

At least one or two people walking within the lines of delegates answering questions or re-directing the delegates based upon their needs. The delegates could be in the wrong line or they should be in the pre-registration area.

At least nine volunteers to work the tables for the delegates who filled out a full registration form. Here the delegates will receive their packet, armband and pay their registration fee.

At least nine to twelve volunteers to work the tables for those delegates who wish to pay for only a ONE-DAY PASS. Here they simply pay their money and receive their armband. This should speed up the process for the one-day delegates.

At least four cash registers and four credit card machines with designated CASH Handling volunteers. Here they take the cash, give change or enter the transaction into the credit card machines.

At least two people manning the computer green bar membership listing. If the delegate forgot their GWRRA membership card or the date has expired, someone must search through the green bar reports to find the delegates name and pertinent information. It is suggested that all future Wing Ding's that a laptop computer be used for searching this type of information.

MATERIAL REQUIREMENT

SEE ATTACHED LIST

USE THE PREPRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING ON-SITE REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS	215 EACH	
BOXING TAPE	3 ROLLS	WIDE SCOTCH
CASH REGISTERS	4 EACH	
MEMBERSHIP APPLICATIONS	1BOX	
STAPLERS	2 EACH	STANDARD
STAPLES	1 BOX	STANDARD
ENTRY FORMS	2 BOXES	
SCOTCH TAPE	2 ROLLS	WITH DISPENSER
NOTE PADS	2 EACH	
CREDIT CARD MACHINE	3 EACH	
CREDIT CARD TICKETS	A LOT	
MONEY BAGS	2 EACH	
PAPER CLIPS	2 BOXES	SMALL
ATTENDANCE TICKETS	1 ROLL	DOUBLE TICKET
MARKERS	12 EACH	BLACK FELT TIP
MASKING TAPE	1 ROLL	1"
SCISSORS	10 PAIR	SNUB NOSE
GOLF PENCILS	10 DOZEN	
BUCKETS (PINS)	2 EACH	PLASTIC
INK PENS	5 DOZEN	BIC STICK

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING ON-SITE REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
2 WAY RADIO	1 EACH	
CHAIRS	25 EACH	FOLDING
PRE-ASSEMBLED PACKETS	700 - 800	FULL REGISTRATION
WING DING PINS	10 DOZEN	EVENT PINS
WING WORLD MAGAZINE	2 BOXES	
MEMBERSHIP LIST	1 SET	
TABLES	18 EACH	8'
ARM BANDS	CHECK PREVIOUS YEAR AMOUNT	DAY PASS & FULL
SIGNS	2 EACH	POST REGISTRATION
CASH REGISTER PAPER	3 ROLLS	
ICE CREAM TICKETS	215 EACH	

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING ON-SITE REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS		
BOXING TAPE		WIDE SCOTCH
CASH REGISTERS		
MEMBERSHIP APPLICATIONS		
STAPLERS		STANDARD
STAPLES		STANDARD
ENTRY FORMS		
SCOTCH TAPE		WITH DISPENSER
NOTE PADS		
CREDIT CARD MACHINE		
CREDIT CARD TICKETS		
MONEY BAGS		
PAPER CLIPS		SMALL
ATTENDANCE TICKETS		DOUBLE TICKET
MARKERS		BLACK FELT TIP
MASKING TAPE		1"
SCISSORS		SNUB NOSE
GOLF PENCILS		
BUCKETS (PINS)		PLASTIC
INK PENS		BI STICK

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING ON-SITE REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
2 WAY RADIO		
CHAIRS		FOLDING
PRE-ASSEMBLED PACKETS		FULL REGISTRATION
WING DING PINS		EVENT PINS
WING WORLD MAGAZINE		
MEMBERSHIP LIST		
TABLES		8'
ARM BANDS	CHECK PREVIOUS YEAR AMOUNT	DAY PASS & FULL
SIGNS	2 EACH	POST REGISTRATION
CASH REGISTER PAPER		
ICE CREAM TICKETS		

GOLD WING ROAD RIDERS ASSOCIATION PRE-REGISTRATION WING DING

OVERVIEW

Whenever a member first comes to Wing Ding one of the first tasks they must complete is the registration for the event. This is **our first opportunity** to make them feel welcome and make a good impression on how well we have set up the event. **If the Check-In is a positive experience** then it sets the tone for many other pleasant experiences. A little planning can minimize the headaches and make registration a pleasant experience for you the Regional Director.

A list of anticipated supplies has been included in this breakdown. It should cover most any circumstance that may arise. However a little ingenuity on your part can help adapt for those unexpected situations.

The Home Office will supply and ship the following supplies, (*See Wing Ding Pre-Registration Materials and Supplies*) you will need to retrieve them from the loading dock. Be advised that the personnel at the loading dock are working hard to unload everything from the trucks. Your material may not be readily available, so please **Be PATIENT!**

A truck is usually available at the loading dock, or a fork truck driver can deliver the material. Ask the GWRRA dock coordinator for guidance as to the best procedure to follow. Be aware that in most cases if the host facility does anything for you (and they gladly will) it will probably cost GWRRA. So plan on doing as much as you can yourself.

SETTING UP PRE-REGISTRATION AREA

See Wing Ding Pre-Registration Area Table Layout

Contact the person from convention center that is in charge of the tables and chairs.

Set up tables as the layout shows, avoid or adjust for an “L” or “U” shape it causes congestion in the corners. Be sure to leave the 7 foot space between the front and the back tables. You will need that room so you won't be running over each other.

The tables in the back will hold the registration packets, the shirts will go on the racks which will be set up between the back tables. Set the chairs off to the side for the time being.

Be sure and try to have a wall at least on the back side of the tables, this will help control flow of people.

If skirting is available place skirting on tables.

Place signs pointing to the Pre-Registration area around the doors and halls leading to the area. Place signs at least 6' high so people can see over the heads of others. Make sure signs are pointed in the right direction.

Place signs high behind registration tables so people can see their letters. Each sign covers 1 1/2 tables.

Place signs that explain what's in the packet and what the different color tickets are for on table so everyone can read them.

LAYOUT REGISTRATION MATERIAL

When you get registration packets, place them in alphabetical order on tables behind registration under corresponding signs.

The shirts go on the racks in size order. Be prepared to fold all shirts. Place the shirts by size from S to XXXL in three sections, that way you will not have to walk from one end to the other to get different size shirts.

Place Wing Ding Schedules on tables along the entire area.

The Fix-It Area will have the original registration forms in a two drawer file cabinet along with the printout of the registrations. It will have extra pins, arm bands etc.

REGISTRATION

See Wing Ding Pre-Registration Work Schedule and Responsibility

Have workers there by designated time, well before the start of registration.

Make sure to let them know where to report and be sure they can get into the building.

Be prepared and open registration earlier than expected. This will relieve some of the rush.

When the Opening Ceremony is over expect a rush on the registration booth.

Registration Procedure:

When registering a member, **say hello, ask them their name and ask to see their GWRRA membership card.**

Locate their name in the box (keep names in alphabetical order). When you find their packet verify that you have the correct packet. Verify all contents of the packet. Place a check mark next to each quantity and initial the envelope.

Check for shirt orders and size. Retrieve any shirts they ordered, verify size as correct, if shirt is wrong size exchange it for a proper size.

Explain what is in their packet (arm bands, tickets, meal coupons, pins etc.)

Place arm band on each person ask them if the arm band feels comfortable then secure, cut excess off.

Give each couple a copy of the schedule of events and daily newspaper. If they want an extra copy give it to them.

THANK them for coming. Tell Them To Have A Great Time!

Do what ever it takes to satisfy the member, if you have any questions or problems send them to the Fix It Area.

If you see an individual that is standing in line and you're available, call them over and take care of them.

Above all have FUN.

TIME PROGRESSES

The first day is always the most busy, approximately 70% of the people will check in.

On the second day you can shorten up the registration area and use less tables.

Be sure to keep everything in alphabetical order and shirts in proper locations on racks.

Follow the same procedure for welcoming our members.

The third day is usually relaxed, most of our members are here and enjoying the rally.

Consolidate all the material keeping everything in order.

The fourth day consolidate On-Site and Pre-Registered into one area.

CLEAN UP AND RETURN TO DOCK

Break down all the boxes that came with material from the Home Office. Handle with care all boxes will be reused, so send them back to Phoenix.

Box up for shipping all office material that you received. Mark box as to content and return all items to the loading dock.

You've done your part in a successful Wing Ding. **Thanks and let's do it again next time.**

MANPOWER REQUIREMENTS

SHIFT DAY & TIME Hours May Change Due To Schedule	PEOPLE REQUIRED REGISTRATION	PEOPLE REQUIRED FIX-IT BOOTH	REGION or DISTRICT RESPONSIBLE
1st Day 6:30 AM - 9:15 AM	24 to 30	3	
1st Day 9:15 AM - 12:00 Noon	24 to 30	3	
1st Day 12:00 Noon - 2:45 PM	24 to 30	3	
1st Day 2:45 PM - 5:00 PM	24 to 30	3	
2nd Day 7:00 AM - 9:45 AM	16 to 20	3	
2nd Day 9:45 AM - 12:30 PM	16 to 20	3	
2nd Day 12:30 PM - 3:15 PM	12 to 14	3	
2nd Day 3:15 PM - 6:00 PM	12 to 14	3	
3rd Day 7:00 AM - 9:45 AM	6 to 8	2	
3rd Day 9:45 AM - 12:30 PM	6 to 8	2	
3rd Day 12:30 PM - 3:15 PM	6 to 8	2	
3rd Day 3:15 PM - 6:00 PM	6 to 8	2	
4th Day Combine with On-Site 8:00 AM - 12:00 Noon	2 to 4	1	

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE UP YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING PRE-REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
BANNER "FIX IT AREA"	1 EACH	18" LETTERS
ALL RALLY PINS IN PACKET		
RALLY PINS EXTRA	100 EACH	WING DING RALLY PINS
POKER RUN PINS EXTRA	50 EACH	WING DING POKER RUN PINS
BIKE SHOW PINS EXTRA	50 EACH	WING DING BIKE SHOW PINS
WING DING SCHEDULES	NUMBER OF PACKETS + 200	SCHEDULE OF EVENTS
ARM BANDS IN PACKET		
ARM BANDS EXTRA	200 EACH	COLOR OR FULL REGISTRATION
LIST OF ITEMS IN PACKET AND TICKET COLORS TO PLACE ON REGISTRATION TABLES	20 COPIES	8 1/2" X 11"

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING PRE-REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
PRINT OUT OF PRE-REGISTERED		
ORGINIAL REGISTRATION FORMS IN ALPHABETICAL ORDER		
TABLES		8'
SKIRTING FOR TABLES		IF NO CHARGE
CHAIRS		FOLDING
SCISSORS		BLUNT NOSE
PENS		BIC STICK
DUCT TAPE		2"
2 SIDED TAPE		1" X 36 YDS.
SCOTCH TAPE W/DISPENSER		1/2"
TAPE FILM W/DISPENSER		2" X 800'
MASKING TAPE		1"
MAGIC MARKERS		BLACK
VOLUNTEER PINS		
ICE CREAM TICKETS		
REGISTRATION PACKETS ALPHABETIZED AND COUPLE COMBINED		
T-SHIRTS		
ALPHABETICAL SIGNS A THRU Z		8 1/2" X 11" EA. LETTERS
DIRECTION ARROWS "PRE-REGISTRATION"		11" X 24" APPROX.

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING PRE-REGISTRATION
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
BANNER "FIX IT BOOTH"		18" LETTERS
ALL RALLY PINS IN PACKET		
RALLY PINS EXTRA		WING DING RALLY PINS
POKER RUN PINS EXTRA		WING DING POKER RUN PINS
BIKE SHOW PINS EXTRA		WING DING BIKE SHOW PINS
WING DING SCHEDULES		SCHEDULE OF EVENTS
ARM BANDS IN PACKET		
ARM BANDS EXTRA		COLOR OR FULL REGISTRATION
LIST OF ITEMS IN PACKET AND TICKET COLORS TO PLACE ON REGISTRATION TABLES		8 1/2" X 11"

GOLD WING ROAD RIDERS ASSOCIATION RIDER EDUCATION DIVISION WING DING

OVERVIEW

The Rider Education Division is charged with Field Events, Drill Team Competition sign up at the Rider Education table or booth. There are also Rider Education seminars done in cooperation with ART.

You need to have two coordinators:

One to handle all the Outside Events

One to handle the Rider Education Table

The Outside Coordinator will select workers and coordinate all the Field Events and the Drill Team.

The Rider Education Coordinator will need to get volunteers to man the Rider Education table. Each Region Educator can help procure manpower.

The Responsible person needs to circulate between the event sites and the Rider Education Table helping to answer questions and assist in anyway he can.

Plaques need to be ordered for all events, so you must know well in advance what events you will be conducting.

The Masters Breakfast needs to be planned and advertised well in advance. Talk with the Wing Ding Coordinator for location and time for this event well before Wing Ding.

Coordinate with the home office to order the necessary Level I, II, III, & IV patches and materials, along with the High Mileage Program pins and forms.

MANPOWER REUIREMENTS

4 people per shift (4 - 5 hours)

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING RIDER EDUCATION TABLE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE	4 EACH	8'
CHAIRS	12 EACH	FOLDING
TABLE	1 EACH	6' (OUTSIDE EVENTS)
CHAIRS	4 EACH	FOLDING (OUTSIDE EVENTS)
TABLE	1 EACH	8' (DRILL TEAM AREA)
CHAIRS	4 EACH	FOLDING (DRILL TEAM AREA)
PUBLIC ADDRESS SYSTEM	1 EACH	
GOLF CART	1 EACH	
FIRST AID KIT	1 EACH	GWRRA KIT (SHOW)
TIRE GAUGES	3 EACH	
FORMS		LEVEL I, II, III, & IV
CASH BOX	1 EACH	LOCKABLE
PAPER CLIPS	2 BOXES	SMALL
STAPLER	1 EACH	STANDARD
STAPLES	1 BOX	STANDARD
BANK BAGS	3 EACH	
LEGAL PADS	5 EACH	
BARRIGADE TAPE	3 ROLLS	ORANGE
BUTT TAPE	1 ROLL	
MSF RANGE CONES	50 EACH	FIELD EVENTS

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING RIDER EDUCATION TABLE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE		8'
CHAIRS		FOLDING
TABLE		6' (OUTSIDE EVENTS)
CHAIRS		FOLDING (OUTSIDE EVENTS)
TABLE		8' (DRILL TEAM AREA)
CHAIRS		FOLDING (DRILL TEAM AREA)
PUBLIC ADDRESS SYSTEM		
GOLF CART		
FIRST AID KIT		GWRRA KIT (SHOW)
TIRE GAUGES		
FORMS		LEVEL I, II, III, & IV
CASH BOX		LOCKABLE
PAPER CLIPS		SMALL
STAPLER		STANDARD
STAPLES		STANDARD
BANK BAGS		
LEGAL PADS		
BARRIGADE TAPE		ORANGE
BUTT TAPE		
MSF RANGE CONES		FIELD EVENTS

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING RIDER EDUCATION TABLE
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
CLIPBOARDS		STANDARD
INK PENS		BIC STICK
STOP WATCHES		
VOLUNTEER PINS		
ICE CREAM TICKETS		

GOLD WING ROAD RIDERS ASSOCIATION TALENT SHOW COMPETITION WING DING

OVERVIEW

This popular part of Wing Ding needs to be planned with some professionalism. The talent needs to be introduced and their music played without mistakes or delays.

In order to do this, the Talent Show Sign-In Sheet needs to be filled out correctly and legibly.

Before making copies of Sign-Up sheets properly fill in the Location, Date and Time portion on the Sign-In sheet. Also complete the Sign-In Sheet return location and time.

The cassette tape needs to be pre-set by the entertainer (ready to play). A staff member, knowledgeable about tape players and tapes needs to have this responsibility and no other.

Another staff member needs to line up the talent in the same order as the master list prepared by the person-in-charge. This sequence is critical for the smooth operation of the show.

The judges (4-5) need to be educated slightly regarding the judging criteria and given any other instructions prior to starting the show. Entertainment needs to be lined up to cover for the time necessary for the judges to compile their scores. One judge can be used to tally up the scores from the other judges as the show progresses. This would be the only responsibility for this judge. This will help keep the compilation time down to a minimum.

Have stage set up with a drape or backdrop so participants can be staged in order to minimize act delays.

Set up 2 chairs on stage one for translator and the other for the MC. Set them so the translator is visible to audience and the MC is out of the way of performers.

In order to eliminate any surprises and be able to keep the time per act under control, we would strongly suggest holding “Talent Show Try-outs” on the day of the show.

Be sure to keep a copy of the winners for publication needs and verification later.

MANPOWER REQUIREMENTS

- 4 - 5 Judges
- 1 Master of Ceremony
- 1 Tape Coordinator
- 1 Backstage Coordinator
- 1 Translator

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

Act # _____
(to be established just prior to performance)

TALENT SHOW SIGN-UP

ALL ENTRIES TO BE TURNED IN PRIOR TO 5:00 p.m. ON DAY OF TALENT SHOW

CIRCLE ONE: MY ACT IS SERIOUS MY ACT IS HUMOROUS

The Talent Show will be held in the _____ on _____ evening at _____ p.m. If you are using accompaniment, please turn in your cassette tape/ CD (with name of act on it) at the _____ stage at _____
Due to the number of total acts, each act needs to be limited to 3 - 5 minutes. Please keep in mind that GWRRA is a non-political, non-religious, family oriented association. When introducing you (or your group) what would you like the audience to know?

Name: _____

Name of your act: _____

Chapter/City/State: _____

What would you like the audience to know about you or your act? _____

Act # _____
(to be established just prior to performance)

TALENT SHOW SIGN-UP

ALL ENTRIES TO BE TURNED IN PRIOR TO 5:00 p.m. ON DAY OF TALENT SHOW

CIRCLE ONE: MY ACT IS SERIOUS MY ACT IS HUMOROUS

The Talent Show will be held in the _____ on _____ evening at _____ p.m. If you are using accompaniment, please turn in your cassette tape/ CD (with name of act on it) at the _____ stage at _____
Due to the number of total acts, each act needs to be limited to 3 - 5 minutes. Please keep in mind that GWRRA is a non-political, non-religious, family oriented association. When introducing you (or your group) what would you like the audience to know?

Name: _____

Name of your act: _____

Chapter/City/State: _____

What would you like the audience to know about you or your act? _____

**WING DING TALENT SHOW SCORING SHEETS
HUMOROUS ENTERTAINMENT CATEGORY**

Name of Act: _____

Total Points Possible : 50

Each factor below is worth a possible 10 points. Score each factor on a scale o 0 - 10, with 0 being the lowest score (“whew, they stink!”) and 10 being the highest score (“they ought to be on Star Search”). **BIG TIP:** Start your scoring for each act with a 5 (average), then add points if they’re better than average or subtract points if they’re worse than average.

- 1) Performance (i.e., how **funny** are they?) _____
- 2) Enthusiasm (i.e., how much do they **enjoy** what they’re doing?) _____
- 3) Poise (i.e., how **relaxed** do they appear?) _____
- 4) Audience Reaction (i.e., do **they like** the act?) _____
- 5) Appearance (i.e., does their **clothing, hair etc.** fit the act?) _____

**WING DING TALENT SHOW SCORING SHEETS
HUMOROUS ENTERTAINMENT CATEGORY**

Name of Act: _____

Total Points Possible : 50

Each factor below is worth a possible 10 points. Score each factor on a scale o 0 - 10, with 0 being the lowest score (“whew, they stink!”) and 10 being the highest score (“they ought to be on Star Search”). **BIG TIP:** Start your scoring for each act with a 5 (average), then add points if they’re better than average or subtract points if they’re worse than average.

- 1) Performance (i.e., how **funny** are they?) _____
- 2) Enthusiasm (i.e., how much do they **enjoy** what they’re doing?) _____
- 3) Poise (i.e., how **relaxed** do they appear?) _____
- 4) Audience Reaction (i.e., do **they like** the act?) _____
- 5) Appearance (i.e., does their **clothing, hair etc.** fit the act?) _____

WING DING TALENT SHOW SCORING SHEETS
SERIOUS ENTERTAINMENT CATEGORY

Name of Act: _____

Total Points Possible : 50

Each factor below is worth a possible 10 points. Score each factor on a scale o 0 - 10, with 0 being the lowest score (“whew, they stink!”) and 10 being the highest score (“they ought to be on Star Search”). BIG TIP: Start your scoring for each act with a 5 (average), then add points if they’re better than average or subtract points if they’re worse than average.

- 1) Performance (i.e., how **good** are they?) _____
- 2) Enthusiasm (i.e., how much do they **enjoy** what they’re doing?) _____
- 3) Poise (i.e., how **relaxed** do they appear?) _____
- 4) Audience Reaction (i.e., do **they like** the act?) _____
- 5) Appearance (i.e., does their **clothing, hair etc.** fit the act?) _____

WING DING TALENT SHOW SCORING SHEETS
SERIOUS ENTERTAINMENT CATEGORY

Name of Act: _____

Total Points Possible : 50

Each factor below is worth a possible 10 points. Score each factor on a scale o 0 - 10, with 0 being the lowest score (“whew, they stink!”) and 10 being the highest score (“they ought to be on Star Search”). BIG TIP: Start your scoring for each act with a 5 (average), then add points if they’re better than average or subtract points if they’re worse than average.

- 1) Performance (i.e., how **good** are they?) _____
- 2) Enthusiasm (i.e., how much do they **enjoy** what they’re doing?) _____
- 3) Poise (i.e., how **relaxed** do they appear?) _____
- 4) Audience Reaction (i.e., do **they like** the act?) _____
- 5) Appearance (i.e., does their **clothing, hair etc.** fit the act?) _____

GOLD WING ROAD RIDERS ASSOCIATION WING DING TALENT SHOW TALLY SHEET (TURN INTO HOME OFFICE)				
<i>ACT #</i>	<i>Humorous</i>	<i>Serious</i>	<i>Total Points</i>	<i>Position</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING TALENT SHOW
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE	1 EACH	8'
CHAIRS	7 EACH	FOLDING
MICROPHONE WITH STANDS	2 EACH	ON STAGE
TAPE/CD PLAYER	1 EACH	HOOKED INTO PA SYSTEM
FLASHLIGHTS	2 EACH	
SIGN-UP SHEETS	25 EACH / 50 TOTAL	SEE ATTACHED
JUDGING SHEET SERIOUS	50 EACH / 100 TOTAL	SEE ATTACHED
JUDGING SHEET HUMOROUS	50 EACH / 100 TOTAL	SEE ATTACHED
WINNER SHEET	2 EACH	SEE ATTACHED
TROPHIES/AWARDS	1 EACH	1st & 2nd (COMEDY)
TROPHIES/AWARDS	1 EACH	1st & 2nd (SERIOUS)
CALCULATOR	1 EACH	
INK PENS	1 DOZEN	BIC STICK
VOLUNTEER PINS	9 EACH	
ICE CREAM TICKETS	9 EACH	

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING TALENT SHOW
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
TABLE		8'
CHAIRS		FOLDING
MICROPHONE WITH STANDS		ON STAGE
TAPE/CD PLAYER		HOOKED INTO PA SYSTEM
FLASHLIGHTS		
SIGN-UP SHEETS		SEE ATTACHED
JUDGING SHEET SERIOUS		SEE ATTACHED
JUDGING SHEET HUMOROUS		SEE ATTACHED
WINNER SHEET		SEE ATTACHED
TROPHIES/AWARDS		1st & 2nd (COMEDY)
TROPHIES/AWARDS		1st & 2nd (SERIOUS)
CALCULATOR		
INK PENS		BIC STICK
VOLUNTEER PINS		
ICE CREAM TICKETS		

GOLD WING ROAD RIDERS ASSOCIATION TICKET SALES WING DING

OVERVIEW

Ticket Colors Do not have similar colors i.e. salmon and pink - colors to close cause confusion for the members.

Start up monies Make sure start up monies are at the sight by opening each day, especially the 1st day when sales opened with registration.

Sales Areas

Day One Have sales area in close proximity of Registration area, preferably between registration & exit doors. Include daily 50/50 tickets sales.

All Days This is probably the most important, we need to set up ticket sales where there is the most traffic coming in and out of the trade show area. Area should be close to a source of public address in order to make periodic promotions. On sales tables keep plenty of pencils, allowing delegates to put names on tickets – this creates a sense of excitement, and others will come to see what the crowd is doing.

Have sales staff attend all major functions with tickets for sale. (This includes bike tickets prior to closing ceremony).

Notes: Attempt to have one or two friendly, yet aggressive sales persons on duty at all times. Hold brief pep rallies among the staff working the tables to help keep their enthusiasm level up as the day progresses – keep it fun! Have full information available at sales counter to inform all who would like to know as to how, when, and where the drawings will be done. Encourage delegates to come back for daily and special drawings – there is a special excitement when attempting to purchase the last ticket to go into the hopper just before sales close.

Ticket Drums Have a drum for each ticket. Have ticket boxes in registration areas so members can place tickets in boxes when they check in. Place a sample of the ticket to be placed in box on top, so everyone knows what ticket to put where. Have tickets picked up twice a day (morning and afternoon).

Ticket Types

Daily 50/50 - (4 days)
Grand 50/50
Bike

MANPOWER REQUIREMENTS

8 people per shift (3 - 4 hour/shifts) every day of Wing Ding
4ea - Daily 50/50 (2 Walking grounds & 2 at Sales Booth)
2ea - Grand 50/50
2ea - Bike

MATERIAL NEEDS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING TICKET SALES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
DRUM - DAILY 50/50	1 EA	DAILY 50/50
DRUM - GRAND 50/50	1 EA	GRAND 50/50
DRUM - BIKE	1 EA	BIKE
DRUM - GRAND PRIZE	1 EA	GRAND PRIZE
DRUM - ATTENDANCE PRIZE	1 EA	ATTENDANCE PRIZE
BOX - ATTENDANCE PRIZE	2 EA	ATTENDANCE PRIZE
BOX - BIKE	1 EA	BIKE
BOX - GRAND PRIZE	1 EA	GRAND PRIZE
BOX - GRAND 50/50	1 EA	GRAND 50/50
TABLES	8 EA	8 FOOT
CHAIRS	8 EA	FOLDING
MONEY POUCH	1 EA	GRAND PRIZE
MONEY POUCH	1 EA	BIKE
MONEY POUCH	2 EA	DAILY 50/50
CARPENTER APRONS	2 EA	
SIGN	1 EA	GRAND 50/50 TICKETS
SIGN	1 EA	BIKE TICKETS
SIGN	1 EA	DAILY 50/50
MASKING TAPE	1 ROLL	1"
MAGIC MARKERS	2 EA	BLACK

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING TICKET SALES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
VOLUNTEER PINS	100 EA	
ICE CREAM TICKETS	100 EA	
SCISSORS	2 EA	SNUB NOSE
TICKET HOLDERS	4 EA	BELT MOUNT
TICKETS 1st DAY 50/50		DOUBLE TICKET ROLLS
TICKETS 2nd DAY 50/50		DOUBLE TICKET ROLLS
TICKETS 3rd DAY 50/50		DOUBLE TICKET ROLLS
TICKETS 4th DAY 50/50		DOUBLE TICKET ROLLS
TICKETS GRAND 50/50		DOUBLE TICKET ROLLS
TICKETS BIKE		DOUBLE TICKET ROLLS

***GOLD WING ROAD RIDERS ASSOCIATION
WING DING TICKET SALES
MATERIALS NEEDED LIST***

ITEMS	QUANTITY	I.D.
DRUM - DAILY 50/50	1 EA	DAILY 50/50
DRUM - GRAND 50/50	1 EA	GRAND 50/50
DRUM - BIKE	1 EA	BIKE
DRUM - GRAND PRIZE	1 EA	GRAND PRIZE
DRUM - ATTENDANCE PRIZE	1 EA	ATTENDANCE PRIZE
BOX - ATTENDANCE PRIZE	2 EA	ATTENDANCE PRIZE
BOX - BIKE	1 EA	BIKE
BOX - GRAND PRIZE	1 EA	GRAND PRIZE
BOX - GRAND 50/50	1 EA	GRAND 50/50
TABLES		8 FOOT
CHAIRS		FOLDING
MONEY POUCH		GRAND PRIZE
MONEY POUCH		BIKE
MONEY POUCH		DAILY 50/50
CARPENTER APRONS		
SIGN		GRAND 50/50 TICKETS
SIGN		BIKE TICKETS
SIGN		DAILY 50/50
MASKING TAPE		1"
MAGIC MARKERS		BLACK

GOLD WING ROAD RIDERS ASSOCIATION WEDDING BELLS WING DING

OVERVIEW

This is a very popular event and needs a great deal of pre-planning in order to go off without a hitch (no pun intended). Many of our members are taking this opportunity to get married or renew their vows amongst their GWRRA friends and families.

You will need to locate a minister or Justice of the Peace to perform the wedding ceremonies. A local officer would be a good contact to get names of ministers etc.

You will need a PA system to broadcast the ceremonies.

You will need a Stereo system to play both cassettes and CDs.

You need a CD or cassette with the Wedding March.

Place signage to direct participants to the ceremony location.

PROCESS

Notification is to be placed in Wing World some months previous to Wing Ding advertising of the Wedding Bells segment at Wing Ding, with a contact person (Wedding Master) whom interested parties should contact. The person responsible for organizing Wedding Bells arranges for a minister (or JP) to be available to perform the wedding ceremony (ies) at the scheduled time.

Couples who indicate their interest in being married or who wish to renew their vows are advised in writing of the following:

The allocated time for their ceremony. Usually they are allocated 30 minutes.

There is no charge for the facilities or the use of the PA system and the stereo system.

Any fees or gratuities to the minister (or JP) will be the responsibility of the couple(s).

Couples will need to have procured a marriage license specific to the state where Wing Ding is being held. The Wedding Master will have already determined the rules and laws in respect of these requirements.

GWRRRA will not provide such amenities as wedding cakes, photographers, flowers, etc.

Any music additional to the Wedding March will be the responsibility of the couple(s).

The specifics of each wedding ceremony will be pre-arranged between the couple and the minister, e.g. the format of the “walk-up” to the minister; the standing placement of each person, including any formal witnesses; any music to be played; etc.

The Wedding Master arranges a time early during Wing Ding to, along with the minister, debrief the couple(s) in preparation for the wedding ceremonies.

On the scheduled date at Wing Ding the Wedding Master ensures all facilities are in readiness.

The Wedding Master acts as a “mini” master of ceremonies in announcing each couple prior to the wedding ceremony and the minister takes over.

MANPOWER REQUIREMENTS

MATERIAL REQUIREMENTS

SEE ATTACHED MATERIAL LIST

USE THE PRE-PRINTED LIST OR MAKE OUT YOUR OWN

SEND MATERIAL LIST TO HOME OFFICE BY MARCH 1st

GOLD WING ROAD RIDERS ASSOCIATION POST REGISTRATION - WING DING

Overview

This is an opportunity for you to help set the mood of many of the on-site registrants and make their experience at Wing Ding pleasurable.

One or two “Greeters” at the door to welcome them and direct them to the area for registration will be time well spent. A simple “Hi, welcome to Wing Ding and have a fantastic time”, will make them know we appreciate them attending.

Have enough people to work the registration tables, thereby reducing the amount of time spent waiting in line.

When setting up manpower, remember it’s better to have more people scheduled than you need. If there is slack time, let some of the volunteers go and enjoy the events and ask them to check back a little later.

Along with “Greeters”, one or more people walking around and talking/answering any question the delegates may have is a good idea. In general “pay attention to our people.

Setting up of the Post Registration area will be completed on the day before the start of Wing Ding, so plan for some manpower to assist in this. Most likely, the “Pre-Registration” tables will be set up nearby. Make sure the tables are set up as to avoid conflicts in the lines of delegates with pre-registration or the Fix-it booth.

Set up the tables so congestion is at a minimum, and flow looks professional and well organized. It is suggested that four tables be set up to handle the initial flow of delegates that wish to register for a full packet. Here they complete the registration form and then walk over to the registration tables for their packet and pay their money.

Set up at least three tables to handle the flow of people who just completed the registration form for a full packet. Here they pay their fee, receive their packet, etc.

Set up at least four additional tables for those delegates who wish to pay for only a Day Pass. Eliminate the need to fill out a form, simply have three to four lines for people to pay their fee and receive their day pass armband.

Pre-order a minimum of six to eight ON-SITE REGISTRATION poster type signs with arrows clearly pointing the direction to the Post Registration area.

Pre-order the proper signs that describes the different sections of your table setup. i.e. **DAY PASSES ONLY, FULL REGISTRATIONS ONLY, along with the fees adjacent to the title.**

Manpower Requirements

You will need to set up at least 3 or 4 shifts of volunteers, depending on the hours of the Registration area. Keep in mind, the first morning of Wing Ding, the Post Registration area is most busy. Then you will need, per shift,

Eight people to handle the initial flow of delegates wishing to fill out a full registration form. Each person will need an adequate supply of blank forms along with decent pencils or pens, not golf scoring pencils.

At least two “greeters” at the door greeting the delegates, along with advising them which line to get in.

At least one or two people walking within the lines of delegates answering questions or re-directing the delegates based upon their needs. The delegates could be in the wrong line or they should be in the pre-registration area.

At least nine volunteers to work the tables for the delegates who filled out a full registration form. Here the delegates will receive their packet, armband and pay their registration fee.

At least nine to twelve volunteers to work the tables for those delegates who wish to pay for only a ONE DAY PASS. Here they simply pay their money and receive their armband. This should speed up the process for the one day delegates.

At least four cash registers and four credit card machines with designated CASH Handling volunteers. Here they take the cash, give change or enter the transaction into the credit card machines.

At least two people manning the computer green bar membership listing. If the delegate forgot their GW membership card or the date has expired, someone must search through the green bar reports to find the delegates name and pertinent information. It is suggested that all future Wing Ding’s, that a laptop computer be used for searching this type of information.

Note: The “Materials Needed List” that is currently in use is adequate for future Post Registrations.

Pre – Registration Area

<p>Setup Day</p> <p>6 – 12 people will be required.</p> <p>1pm - ?</p>	<p>Move boxes of registration packets to area. Move boxes of shirts to registration area. Move boxes of packet stuffers (flyers, booklets, programs, etc.) Locate and set up tables. Pre-Reg boxes should be set up in back. Locate all the items required to operate registration tables. Within each box of pre-registered packets, place the alpha cards. Place above each of the packet boxes the large alpha letters. A – Z Assemble the shirt racks. Open boxes of shirts, fold and place on racks by size. (counting and folding should be done by Phoenix, but in previous years, we have had to do this a few times) Open several boxes of packet stuffers and place on tables for easy access by delegates. Locate and set up a Customer Service Table (fix-it booth)</p>
<p>Day Before Opening</p> <p>12 – 15 people per shift</p> <p>8am – 5pm</p>	<p>Arrive about ½ hour before show opens.</p> <p>Conduct an instructional session with volunteers.</p> <p>Explain the Customer Service booth and it's purpose.</p> <p>Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.</p> <p>Usually a very busy day.</p>
<p>1st Day of Wing Ding</p> <p>12 - 15 people per shift.</p> <p>8am – 5pm</p>	<p>Arrive about 1/2 hour before show opens.</p> <p>Explain the Customer Service booth and it's purpose.</p> <p>Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.</p> <p>Complete any necessary restocking of packet stuffers.</p> <p>Put samples back on tables.</p> <p>Be ready for a lighter rush in the morning.</p> <p>Near the end of the day start restocking for the next day.</p> <p>Consolidate packets into fewer boxes.</p> <p>Start to move shirts into fewer stacks closer to the A – Z boxes.</p>

<p>2nd Day of Wing Ding</p> <p>6 – 8 people per shift.</p> <p>8am – 5pm</p>	<p>Arrive about 1/2 hour before show opens.</p> <p>Explain the Customer Service booth and it's purpose.</p> <p>Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.</p> <p>Complete any necessary restocking of packet stuffers table items.</p> <p>Near the end of the day start to consolidate packets into fewer boxes.</p> <p>Move shirts closer to the A – Z boxes.</p>
<p>3rd Day of Wing Ding</p> <p>6 - 8 people per shift</p> <p>9am – 2pm</p>	<p>Arrive about 1/2 hour before show opens.</p> <p>Explain the Customer Service booth and it's purpose.</p> <p>Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.</p> <p>Complete any necessary restocking of packet stuffers.</p> <p>Normally a slower day.</p> <p>Consolidate the remaining packets into few boxes. Move any remaining shirts near pre-reg boxes.</p> <p>Start breaking down as soon as the show is closed. Repack the remaining packet stuffers as they will be discarded. Repack all the supplies and items to be retained into boxes. Break down shirt racks and place onto pallets. Stack boxes on pallets.</p>
<p>4th Day of Wing Ding (Last Day)</p> <p>2 – 4 people</p> <p>8am – 11am</p>	<p>Arrive about 1/2 hour before show opens.</p> <p>Explain the Customer Service booth and it's purpose.</p> <p>Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.</p> <p>Normally a slow morning.</p> <p>Consolidate the remaining packets into few boxes. Pack any remaining shirts into boxes.</p> <p>Start breaking down as soon as the show is closed. Repack the remaining packet stuffers as they will be discarded.</p>

	Repack all the supplies and items to be retained into boxes. Break down shirt racks and place onto pallets. Stack boxes on pallets. Take pallets to designated area for loading on the trailer.
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Miscellaneous:

- Setup day may require the folding and counting of shirts. If so, as many volunteers as you can find will certainly help. Someone will need to record the shirt count, by size, and then given to someone from Phoenix.
- As the delegates arrive at the Alpha tables, the volunteers will open each packet and verify the contents and apply the armband. The label on packet will depict the shirts purchased, if any, the amount of tickets pre-purchased, etc.
- The volunteers **MUST** not exchange shirts with delegates. If the size is wrong, the delegate must be sent over to the on site shirt dealer for exchange.
- In the event you don't have the size shirt the delegate pre-ordered, ask the delegate to have a seat and send someone to the shirt vendor to secure their shirt. It is important to record all these transactions, as you will have to match your recorded numbers with the vendor on site for proper payment.
- In the event the packet is missing an item, or the packet is missing in its entirety, the volunteer should direct the delegate to the Customer Service Table.
- The Customer Service person needs to be someone who can handle an aggravated delegate. The purpose of this area is to fix whatever is missing from the delegate's packet. In the event the delegate's packet is missing, the customer service person will check the book of pre-registered delegates and determine if their name is listed and what they paid for. If their name is listed, simply create a new packet for them, paying close attention to any shirts they may have purchased. If their name isn't listed, the delegate will have to pay again (at pre-registration amount) and will have to mail proof of pre-payment by mailing a copy of their check (front & back) or credit card statement to Phoenix and Phoenix will send them a refund check. At this point, the customer service person should walk the delegate over to the Post Registration area to complete their re-payment and secure their packet.
- You may want to consider having a greeter out in the entrance way directing people which way to go for registration. On Site or Pre-Registration.

Setting up the Registration Area for a Rally

The first impression of your GWRRA event by rally attendees is registration. A smooth process here will create a positive feeling that will spread to the rest of the event. Here are some basic steps we have used at Wing Ding to prevent confusion and time delays. These can be applied to any size event because many of the principles remain the same.

- A. Choose a location near the entryway of the rally site. Allow for adequate and safe parking for the attendees. Arrange the tables to avoid unnecessary lines of people. People don't like to wait in line.
- B. The Registration Area needs to have someone "in charge" at all times. Someone who can answer questions and/or can make a prompt decision.
- C. Prior to each shift of volunteers, the person in charge conducts a simple training session on how to handle the registration area. The person in charge also instructs each volunteer "not to argue" with the attendee, but to send them to the person in charge for consultation. Each shift of volunteers is requested to ask for Membership Cards checking for expiration dates. If the attendee's membership has elapsed, they then are asked to pay more or renew their membership at the recruiting table.
- D. Mark the Registration area clearly with signs such as "Pre-Registration" and "On-Site Registration," "Day Passes," "Recruiting," "Information," etc. Place the pre-registration packets in alpha order into a container, prior to setting up for the big day. The label on the packet should clearly denote what the pre-registered guest paid for--shirts, fun run, 50/50 tickets, etc. There should be a booklet or notebook containing all the original pre-registered forms in the event of a conflict.
- E. The registration area should have a Customer Service Booth, aka "Fix-it" booth. This is the booth that handles the shortages in packets and fixes the problem.
- F. The registration area should also include a local information booth, in the event the attendee needs a restaurant, motel, hardware store, etc.
- G. The registration area should also include a member recruitment booth for signing new members or renewing existing members.
- H. The registration tables are ideal places to place local food coupons, or other advertisements in the area.
- I. For the on-site area, the rally organizers need to have adequate cash on hand to make change. There should be many pre-assembled packets including full registration for singles and couples. This reduces the waiting time.
- J. If there is enough space within the registration tent or area, it is a good idea to have one day passes separate from pre or post registration. Again, you are only taking money in exchange for an armband. This allows the most speed in serving the one day pass people.
- K. Within the registration area, there should be ample copies of the rally agenda, a rally map locating all the events, including bath rooms, Goodie table, Rider Ed table, etc., etc.
- L. It is also a good idea to have candy bits, freebies from local merchants and anything else that the person might want to pick up while meandering around registration.
- M. There should be adequate personnel to staff the Registration area. The size of the rally will determine the number of volunteers working the area.
- N. Lastly, someone needs to be in charge of handling complaints and/or conflicts. Invariably, there will be incorrect packets, and the attendee will want to voice his/her opinion to someone in charge. In the past, whether it's Wing Ding or the local rally, the person in charge of the registration area is the same person who handles the complaints and conflicts.

When an issue arises, the volunteer simply communicates with the person in charge and reports the problem the guests have. The volunteer then leaves the scene, leaving the resolution to the person in charge.

Here are some examples of Registration issues:

Problem: The attendee claims that he/she ordered shirts, but they are not indicated on the label.

Solution: The person in charge explains to the individual that the packet contains all items the attendee ordered. The person in charge then pulls the notebook, that contains all the original pre-registered forms and shows the attendee that they did not order shirts. The person in charge explains to the attendee that he/she can buy event shirts at the Goodie table with no problem.

Note: This solution is used for every issue involving shortages or material or payment.

Problem: The attendee claims he/she pre-registered, but no packet could be located.

Solution: The person in charge retrieves this same notebook as mentioned above and shows the attendee that there is not an original form in the notebook. To further resolve this issue, the person in charge suggests that the attendee pay the pre-registration fee on the spot, and when they return to their home, they are asked to mail a copy of their cancelled check or a copy of the credit card statement (if applicable) to the rally organizer. Then a full refund will be mailed to the attendee for his/her double payment.

Problem: The rally attendee has already picked up his/her packet, then comes back at a later hour or day and claims they were shorted a pin or a coupon or a shirt.

Solution: The person in charge will merely replace a small item as a pin or a coupon, however, if it's a shirt, the person in charge will show the attendee that the label, indicating the shirt and size, has been pen checked off, which denotes the attendee received them.

Remember, a positive, confident attitude and friendly smile can smooth over small problems and adjustments that need to be handled. This is much easier to maintain if the workers have clear knowledge of their tasks. The volunteers at the registration table are the "greeters" for the rally and contribute the beginning note that may set the tone.

*Jim & Shirrin Hutchens
Region D Directors
Wing Ding Registration Coordinators*

[Click here](#) for the Hutchens day-by-day logistics of this year's Wing Ding Registration Booth and more tips for conducting a smooth and successful registration.

Pre – Registration Area: Logistics and Suggestions

Setup Day
Friday,
July 2nd
6 – 12 people will be required.
1pm - ?

Move boxes of registration packets to area.

Move boxes of shirts to registration area.
Move boxes of packet stuffers (flyers, booklets, programs, etc.)
Locate and set up tables. Pre-Reg boxes should be set up in back.
Locate all the items required to operate registration tables.
Within each box of pre-registered packets, place the alpha cards.
Place above each of the packet boxes the large alpha letters. A – Z
Assemble the shirt racks.
Open boxes of shirts, fold and place on racks by size. (Counting and folding should be done by Phoenix, but in previous years, we have had to do this a few times)
Open several boxes of packet stuffers and place on tables for easy access by delegates.
Locate and set up a Customer Service Table (fix-it booth).

Sunday
July 4th
12 – 15 people per shift
8am – 5pm

Arrive about _ hour before show opens.
Conduct an instructional session with volunteers.
Explain the Customer Service booth and it's purpose.
Choose a mild-mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.
Usually a very busy day.

Monday
July 5th
12 - 15 people per shift.
8am – 5pm

Arrive about 1/2 hour before show opens.
Explain the Customer Service booth and it's purpose.
Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.
Complete any necessary restocking of packet stuffers.
Put samples back on tables.
Be ready for a lighter rush in the morning.
Near the end of the day start restocking for the next day.
Consolidate packets into fewer boxes.
Start to move shirts into fewer stacks closer to the A – Z boxes.

Tuesday
July 6th
6 – 8 people per shift.
8am – 5pm

Arrive about 1/2 hour before show opens.
Explain the Customer Service booth and it's purpose.
Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.
Complete any necessary restocking of packet stuffers table items.
Near the end of the day start to consolidate packets into fewer boxes.
Move shirts closer to the A – Z boxes.

Wednesday
July 7th
6 - 8 people per shift
9am – 2pm

Arrive about 1/2 hour before show opens.
Explain the Customer Service booth and it's purpose.
Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.
Complete any necessary restocking of packet stuffers.
Normally a slower day.
Consolidate the remaining packets into few boxes.
Move any remaining shirts near pre-reg boxes.
Start breaking down as soon as the show is closed.

Repack the remaining packet stuffers as they will be discarded.
Repack all the supplies and items to be retained into boxes.
Break down shirt racks and place onto pallets.
Stack boxes on pallets.

Thursday

July 8th

2 – 4 people

8am – 11am

Arrive about 1/2 hour before show opens.
Explain the Customer Service booth and it's purpose.
Choose a mild mannered volunteer to handle the Customer Service table, as delegates can be upset if items or packet is missing.
Normally a slow morning.
Consolidate the remaining packets into few boxes.
Pack any remaining shirts into boxes.

Start breaking down as soon as the show is closed.
Repack the remaining packet stuffers as they will be discarded.
Repack all the supplies and items to be retained into boxes.
Break down shirt racks and place onto pallets.
Stack boxes on pallets.
Take pallets to designated area for loading on the trailer.

Miscellaneous:

- Setup day may require the folding and counting of shirts. If so, as many volunteers as you can find will certainly help. Someone will need to record the shirt count, by size, and then given to someone from Phoenix.
- As the delegates arrive at the Alpha tables, the volunteers will open each packet and verify the contents and apply the armband. The label on packet will depict the shirts purchased, if any, the amount of tickets pre-purchased, etc.
- The volunteers MUST NOT exchange shirts with delegates. If the size is wrong, the delegate must be sent over to the on site shirt dealer for exchange.
- In the event you don't have the size shirt the delegate pre-ordered, ask the delegate to have a seat and send someone to the shirt vendor to secure their shirt. It is important to record all these transactions, as you will have to match your recorded numbers with the vendor on site for proper payment.
- In the event the packet is missing an item, or the packet is missing in its entirety, the volunteer should direct the delegate to the Customer Service Table.
- The Customer Service person needs to be someone who can handle an aggravated delegate. The purpose of this area is to fix whatever is missing from the delegate's packet. In the event the delegate's packet is missing, the customer service person will check the book of pre-registered delegates and determine if their name is listed and what they paid for. If their name is listed, simply create a new packet for them, paying close attention to any shirts they may have purchased. If their name isn't listed, the delegate will have to pay again (at pre-registration amount) and will have to mail proof of pre-payment by mailing a copy of their check (front & back) or credit card statement to Phoenix and Phoenix will send them a refund check. At this point, the customer service person should walk the delegate over to the Post Registration area to complete their re-payment and secure their packet.
- You may want to consider having a greeter out in the entrance way directing people which way to go for registration. On-Site or Pre-Registration.