

The applicant must have basic knowledge of EXCEL, WORD, TEXT BOXES, Mail MERGE, TABLES, SNAG-IT (or similar), MAKING LABELS for Mailing and Packets. Times/dates are suggested, use some flexibility to do things, but doing things early never hurts! There should be constant “trolling ” throughout the year on Facebook or British Car websites and events for prospective attendees. Comment on their car or location, then invite them to BBTS Send Gen Invite, Media Release

NOTES TO UNDERSTAND THIS TIMELINE:

This is a General Timeline to follow for setting up your British By The Sea Gathering.

The times and dates are suggested.

- Some items are mentioned multiple times, just to double-check.
- Should give monthly updates at Club Meetings.
- Keep track of Registrations, Sponsors, and requests.
- There are a lot of items that must be coordinated with the BBTS Co-Chair. At the time of this writing that Co-Chair is Annie.
- Some of these items are;
 - Planting Day
 - *Setting the date
 - *Sending out the notification
 - *Maintaining signs advertising CT MG Club participation
 - Special needs for Registration Tent
 - *Number of tables and chairs
 - *Location on the field
 - Ordering Dash Plaques
 - Ordering Awards

Essential Duties in a Timeline

JUNE

Just after BBTS

- Send **PERSONAL** thank you notes out to **EACH** Food Vendor
- Start thinking about next year
- Reply to attendees' comments. good or bad
- Write down what worked and what didn't
- Check with the Park Ranger and Camp Harkness for comments
- Try to organize the storage room
- Start making necessary changes to all information, or next year

JULY AUG-SEPT

Select Marque Of The Year (ASTON MARTIN in 2026)

This is selected based on;

CT MG Club British By the Sea Job Description

*How many cars might be anticipated?

*Have we done it as MOTY before?

*Does the selected Marque have another event scheduled on the BBTS date?

* Does the selected Marque seem interested in BBTS?

E-Mailed Dennis Tortora, AMOC Area Rep., Sept 30. He is very appreciative to have AM as our Featured Marque Of The Year Posting, asking for MOTY suggestions to the Club doesn't really work, takes too much time, and most are MG-oriented suggestions or "just because I own one" comments

Design/make MOTY Class Signs.

OCT

- ADJUST "GEN INVITE" and MEDIA RELEASE and Post on website, asked at a meeting to have members post.
- Adjust Field Arrangement for ASTON MARTIN MOTY. What will go where MOTY was in the previous year?
- Start posting on Facebook Pages , Websites, Club E-Mail list
- ADJUST Registration Form
- Start "Trolling" 20+ British Car Facebook Pages for newcomers to the British Car/ Truck hobby. Especially MOTY, send each one who is located in Canada south to S. Carolina, Maine west to Iowa, a **personal** invite posting. Comment on their car and suggest that they attend BBTS (with or without a car)
- for conversation with others of the same marque.,,, Keep this up until BBTS
- 2026 date
- Also, post BBTS Gen Invite and Media Release **FREQUENTLY** on Facebook
- pages !!!!
- Adjust overall Field Layouts as necessary (Snag-It, AutoCad or Word using text boxes)

NOV or LATE DEC

- Continue posting on Facebook Pages, Websites, Club E-Mail list
- ADJUST Registration Form
- Order Dash Plaques (Annie) Early to get the best price. Already received for 2026
- Continue "Trolling" 20+ British Car Facebook Pages for newcomers to the British Car/Truck hobby. Especially MOTY,, send each one who is located in Canada south to S. Carolina, Maine west to Iowa, a **personal** invite posting.
- Comment on their car and suggest that they attend BBTS (with or without a car) for conversation with others. Keep this up until the BBTS 2025 date
- Also, post BBTS Gen Invite and Media Release **FREQUENTLY** on Facebook

CT MG Club British By the Sea Job Description

pages !!!!

- Order a tent 40 x 20, tables, and chairs. Delivery on Friday, mark area *MUST be there to direct delivery and set up
- Order Plastic Castles Delivery on Friday, mark area *MUST be there to direct delivery and set up
- **SEND OUT AN EARLY (DEC) REMINDER TO FOOD VENDORS WITH THE NEW PRICE OF \$75.** Make this a “**personal**” an e-mail invite to **EACH VENDOR**, maybe talk about last year’s event, not a mass mailing to all Vendors.
 - Rolling Tomato Bob Currier or Vic or Matt <http://www.therollingtomato.com/> 914-760-5562 EMAIL sent twice 2024 events@therollingtomato.com (860) 537-5459
 - New England Soft Serve David Dander 860-334-2294 FACEBOOK ddander@sbcglobal.net sent on Jan 25
 - Skyscraper Sandwich Truck Jay Sneiderman 860-324-0709 skyscrapersandwichtruck@gmail.com
 - Rogue Coffee Matt Oneto 203 427 5503 roguecoffeewlfd@gmail.com
 - TEDS STEAMED CHEESEBERGERS BILL@TEDSRESTAURANT.COM
 - THE COD FATHER VINCENT PURCELL fish and chips chefvinsta75@gmail.com

SAMPLE OF GENTLE REMINDER EMAIL FOR EACH FOOD VENDOR

send out DEC

“This is just a gentle reminder to put on your 2026 calendar.

The CT MG Club’s British By the Sea Gathering is on schedule for Sunday June 7TH 2026, at Harkness Memorial State Park in Waterford, CT. As usual, we will enter through the Camp Harkness Entrance, 301 Great Neck Rd, (Rt 213) Waterford, CT 06385. The gates at the Camp open at 8 a.m. if you want to get an early start. There will be plenty of banners and signs to guide you in. The entrance fee is the same as last year, \$75. Our Food Vendors are by invitation only! Please let me know if you plan to attend, and if you have any questions, please ask.

Looking forward to seeing you there!

Steve

MGTD52@COMCAST.NET

It is important to talk to the food vendors a few times during the event. Ask how they are doing. Towards the end of the day, ask if they were pleased with the layout and if they want any changes. Each time a reminder is sent out, comment about how long they have been with us, and how pleased we are with their attendance. Also, remind them that Food Vendors are by invitation only. Keep in mind that there isn’t a Dec meeting or MOWOG, but things can still be distributed by Club E-Mail, such as Reg Forms, Gen

CT MG Club British By the Sea Job Description

Invite, and Media Release

- Adjust overall Field Layouts as necessary (Snag-It, AutoCad, or Word)
- Marquee of the Year, New Classes, Vendors, Entrances, flow, etc.
- Make New Signs as Necessary. Morgan Class Sign disappeared at BBTS 2024
- Signs are laminated 11x17 mounted on 12x18 Corrugated Plastic
 - Corrugated Plastic sign board can be “acquired” from “found” signs.
- Larger signs must be cut to size, 12x18
- Use Rust-Oleum 2X Ultra Cover
- Ultra Matte White to cover “Acquired” signs(ACE)
- A sign board can also be purchased pre-cut from SIGNS PLUS PRINT in East Granby
- Revise Registration Form *Dates, Classes, MOTY, Fees
- Notify members to start thinking about the “T” Shirt Contest. Need design by the March Meeting. See T-shirt Contest Guidelines
- **WE USED TRIPLE STITCH 2025 THROUGH PAULIE ANGLICO**
- Adjust Media Release
- Send Info Out to all Clubs and Publications JAN (ANDRE dela CHEVROTIERE). He might not be able to do this in 2026, as he is now the President
- Send out INVITE ?? JAN
- Send out MEDIA RELEASE ?? JAN
- SEND OUT TO ALL FACEBOOK PAGES
- E-MAILTO CORPORATE SPONSORS
- DASH PLAQUES (Abingdon Spares Jason 860 322-3103 Call Feb-Mar with prices \$650 860-225-0251.
- **T -SHIRTS North Haven JLR ?? Talked to Tony Braglia, General Manager, Dec 16th, Advertised in MOWOG, Event Program. We visited on Dec 16 afternoon. Agreed T SHIRT Sponsorship \$3000**
- AWARDS sponsor needed
- TENTS. TABLES, CHAIRS
 - Tents are from Shoreline Tents, a/k/a Guilford Rentals. Joe, 203-245-0367 shop, 203-710-4838 mobile. BBS 2024 we ordered 25 tables, 25 chairs, 20x40 tent., SOLID, FULL SIDES. **DELIVERY ON FRIDAY** See Placement Diagram
 - PLASTIC CASTLES
 - Castles are from Regional Restrooms, 7 Fitzgerald Drive, Hopedale, MA. 01747. 508-936-3900. Mitchell DeLorenzo was one of the partners, 860-595-9502, I think it was Anthony Marzi, 860-874-8191, who rescued us that anxious day. Check on two extras for the east end. **DELIVERY ON FRIDAY** See Placement Diagram Tent order placed April 2nd, 2025 20x40 w/full sides 25 chairs 25 tables Joe or Battipaglia Shoreline Tents and

CT MG Club British By the Sea Job Description

Events 203-245-0367

- Port-o-Pottie order placed April 2nd, 2025, 11 units, 1 handicap, 2 wash Joe Polito (P) 508-936-3900 ext.221. Our Rep is Luci. 7 and 1 handicap at the garage, 1 at the reg tent, 2 at the entrance. See Placement Diagram CHECK WITH LAST YEAR'S ORDER joe@cleanrestrooms.com
- Called to confirm on April 19, spoke to Luci, who is sending the contract. It wasn't sent before. They have my landline, cell numbers, and email. Luci email luci@cleanrestrooms.com

●
WE NEED CORPORATE SPONSORS;

- \$500 to \$1,000 GENERAL MISC SUPPORT COSTS (printing, laminating paper, etc.) received half page in Event Program.
- \$1,300 LOTUS NEW LONDON ???Francisca 860-442-3232*2026 Lotus New London Full Page ad in the Event Program and signage at our Registration Tent acknowledging their Sponsorship. Including a 40X20n area in Vendor Row (next to Lotus Class) for 4 cars and a Hospitality tent. Also, a half page in our Monthly newsletter, MOWOG.
- **\$3000 NORTH HAVEN JAG LAND ROVER T SHIRTS** T Shirts for the Representatives, and if they are a car dealership and want to bring cars to display, they will be given a prominent area to display their cars with room for their Hospitality Tent. Announcements throughout the day on our PA System, also a FULL page in our Monthly newsletter, the MOWOG. CARDONE AND DAUGHTERS
- Parts Vendor
\$650 ABINGDON SPARES DASH PLAQUES. THEY SEND US THE STICKERS TO BE ADDED TO THE ENVELOPES
- **\$2000 WE NEED AWARD SPONSOR MAYBE NEW LONDON LOTUS** Full page ad in the Event Program, signage at the Registration Tent acknowledging their sponsorship, announcement throughout the day on our PA System, a 5" x 7" company ad which will be inserted in each of our 1st, 2nd, and 3rd place awards for 35 Classes and 3 best of show awards. Jennifer has a connection to John Haymond, Attorney. Possible awards Sponsor for 2026

JAN

EARLY JAN

- Volunteer Committee (Bob Vanesse) to start calling members to get volunteers. These Volunteers will be put on a chart for Crew and Time. These volunteers will be sent to the Crew Leaders for further info.
- WILL WE HAVE KEY CLUB FOR 2026?
- Send out Registration Form to Website and MOWOG's
*Bill --Website,

CT MG Club British By the Sea Job Description

- *Bobby E-MOWOG and Club Mailing,
- *Karen--Hard Copy MOWOG
- *Facebook pages
- Send out INVITE out Early Jan Ongoing, FB pages
- Send out MEDIA RELEASE Late Jan Ongoing, FB pages
- Send out T-shirt Design Guideline Website, MOWOGS, Club E-Mail
- Confirm Leaders of *Volunteer Committee BOB VANESSE Will call members to Volunteer
- Will we have KEY CLUB this year??
 - *Friday Field Layout _____ MIGHT BE AL NOSENZO NOT JOHN MOYTICA HE RETIRED Make sure to contact volunteers if work has been completed early.
 - *Entrance Crew _____ PAULIE ANGELICO
 - *Parking Crew _____ TONY DIELI ajdieli@hotmail.com
 - *Trailer Parking_ _____ KARL HANSON
 - *Spectator Parking _____ BOB VANESSE
 - *Vendor MONITOR _____ NEED VOLUNTEER
 - Crew Guidelines LATER
 - *Registration Crew ANNIE
 - *Announcer JOHN BUBELA? MIGHT BE ANDRE AS PRESIDENT FOR AWARDS PRESENTATIONS
 - *PA System JOHN BUBELA JIM JUHAS
 - * Photographer BILL ROSSER (WINTERS IN FLA)
 - *Silent Auction LAUREL and MARYANNE
 - *Door Prize LAUREL and MARYANNE
 - *T Shirts - STACY S&S EMBROIDERY, TRIPLE STITCH THRU PAULIE ANGELICO
 - * Pick Up Truck JEFF VANARSDALE NEEDED SAT AND SUN
 - * Advertisement to Clubs and publications ANDRE de la CHEVROTIERE, MIGHT NEED NEW PERSON
 - *Class Sponsor Signage ANDRE de la CHEVROTIERE
 - *Goody Bag Auction Stuff CYNTHIA & JIM VIBERT
 - *Photographer WILLIAM ROSSER wjrosser@gmail.com
 - *Program Doug Laboda ??
 - *Stuffing Night Host Location Bob Lavazzoli ???
- Check the National Pen online catalog for the item to order for the Goodie Bag
- **CHECK FOR CORRECT LOGO**
 - JODY 888-672-3534
 - JASON 888-672-7370 EXT 771106

CT MG Club British By the Sea Job Description

- DANIELL 1-888-672-1235 has moved on Customer 17242220 Key Chain lights with CT Club logo, more blue bags with Sail Boat logo, BRADLEY new account 888-672-8825
- SWAG ITEMS Annie ordered flash lights Sept 2025 ORDER EARLY TO GET SALE ITEMS
- Confirm that The Club is still a registered NOT FOR PROFIT Organization with the State BOB VANESSE TREASURER
- Check with Bob Ager, robertgager1956@gmail.com

FEB

- **Check with the State for PERMIT, ie, ANNIE CALLED State, Mar 15, new girl for 2024. MARGARET She is emailing a new form, similar to the old form.** KRISTA ROMERO if 21-page State Special Use Permit Application should be sent in early because of State personnel cuts. KRISTA.ROMERO@CT.GOV Krista is the new head of Special Use as of April 2020. She will tell us if it is OK to use 2022 for 2023 per Brenda Marquez's e-mail to Annie. April 13, 2020
- NEW PERMIT FOR 2016 IS DIFFERENT, WE MUST CLARIFY WITH RANGER ON FEB VISIT TO HARKNESS
- Send out request for Class Sponsors to MOWOG's and Club E-Mail list
- Send out request for Vendors to MOWOG's
- Send out request for Auction/Door Prize Items to MOWOG's
- Revise the Class Order List for Class Sign placement.
- Send the class list to Jim Juhas for PRINTING Ballots and tally sheets
- Send out **PLANTING DAY** note to MOWOGs and Website, FB page
- Make New Signage. MOTY, classes, vendors, Entrances, flow, etc. See Dec ALL signage should be 12x18 corrugated plastic. Collect all year. Cut to 12x18, paint white Rust-Oleum 2X Ultra Cover Ultra Matte White on old signs (ACE). SEE CLASS SIGN TEMPLATES make them all the same
- Make Hotel Reservations for Fri and Sat of BBTS weekend *SEE JAN ABOVE We are going to Niantic Inn, NEW OWNER MARRIANNE, OWNER 860-739-5451
- If any Food Vendor is unavailable, try to find a "similar" fill in, **do not use** Fish Tails, High Tide Gourmet, Curb Your Appetite, or Capt Scotts They didn't show and never gave notice
- Start collecting (14) Xerox paper boxes for Reg Packets
- Call Duane Adams; he gets them from school
- Confirm who will do the Program, Doug LaBoda
- Confirm a "T" Shirt Sponsor FARMINGTON MOTORSPORTS
- **LATE FEB,,,, REGISTRATION FORM MAILING (during the last two weeks)**

CT MG Club British By the Sea Job Description

Print 1000 copies of the registration form

Have 500 tri-folded (**note special offset tri-fold directions**)

Prepare the Registration Mailing list (using BBTS 2025 as an example)

Start with the year 2025 BBTS REGISTRATION MAILING LIST. (Excel sheet, located in the BBTS 2025 Registration folder) This list is made from the past three years of registrations, culled for duplicates and CT MG Club members, and includes the Day of Registrants from 2023.

- Print the BBTS 2025 Registration mailing labels.
- See BBTS MAILING LABEL INSTRUCTIONS.DOCX
- SAVE THESE FILES AS
2026 BBTS REGISTRATION MAILING LIST.EXL
2026 BBTS ADDRESS LABEL RUN.DOC

FOR BBTS 2026

- ALWAYS START WITH A NEW BLANK EXCEL SHEET, THEN ADD THE PAST YEARS' INFO INTO IT! JUST THE INFO, NOT THE EXCEL SHEET. Change font to 12 >Add Table Design for borders of each label
- Add the year 20XX DAY OF REGISTRATIONS (Excel Sheet, also located in the 20XX Registration folder) to the first open cell of that 20XX BBTS REGISTRATION MAILING list. NOT to the very first numbered Cell #1 on the Excel sheet.
- Rename this file to BBTS 2026 REGISTRATION MAILING. (Excel sheet, located in the BBTS 2026 Registration folder) Cull out duplicates and CT MG Club members
- Print Mailing Labels
- Print Annie Return Address Labels for registration mailing
- Mail ~500+ Reg Forms, the rest are for "Day Of"
- **IF the last year's BBTS REGISTRATION LIST IS NOT AVAILABLE, USE THE**

FOLLOWING

- Combine the past three years of "Day Of" Reg lists. (Excel Sheets)*Name this list **BBS YYYY-YYYY-YYYCOMBINED** (ex. **BBS 2010-2011-2012COMBINED**). Paste each group into the FIRST OPEN CELL following the previous group. NOT to the very first numbered Cell on XCEL sheet
- Cull out ALL duplicates and CT MG Club members. Club members do not get a registration form by mail. Also, cull out deceased Sort by MEMBER,, delete CTMG CLUB members Sort Alphabetically,, delete duplicates
- Click on mail merge *Use this combined list to print Mailing Labels for Reg Forms. USE AVERY LABEL 8160 or 8460 (750 or 1000 PER PACKAGE (INKJET1"x 2 5/8) see BBTS PACKET LABEL INSTRUCTIONS
- Make sure that the Volunteer Committee has enough volunteers

CT MG Club British By the Sea Job Description

- I NEED TO GET MISC VOLUNTEERS FOR SAT AND SUNDAY

MAR

- Select T-Shirt design at the March Club Meeting
Prepare beforehand;
 - +A string with clothespins to display Designs
 - +Identifying numbers to attach to each design, LARGE and DARK enough for ALL to see from the back of the room !!
 - +Blank voting ballots approx. 1" x 2"?
- Print shirts PAULIE ANGELICO or NEW VENDOR USE DIRECT TO FILM PROCESS
- S & S Embroidery Canton. Stacy Staple, 860-352-8432 Direct to film process
- Check Windshield Cards order as necessary (1,000 FEB 2024)
- STAPLES CANTON Sir Speedy printing Bloomfield Ct
- **ASK FOR CLASS SPONSORS @ \$40 EACH. Ask at the club meeting**
- **Send to MOWOG**
- Keep Andre updated on signage
- **ASK FOR VENDORS** 20x20 space 25 EACH pre reg, 30 days of
- **Ask at club meeting, Send to MOWOG**

- Start the Reg List (EXCEL) for BBTS 2026 as Registrations are received. *Use the previous year as a template
- Start Class Sponsor List (EXCEL) for BBTS 2026 as Sponsors are Received.
- **LEDGE LIGHT HEALTH DISTRICT** Send Food Vendors List to Ledge Light Health District. They all need to be registered with LLHD. **Charlene Swink**<cswink@llhd.org> for 2024 will inspect at 9:15. **Kimberly Hamley**<khamley@llhd.org> Last year, Charlene Swink was there. SENT TO BOTH 2023 cswink@llhd.org Odalys Morales oreyyes@llhd.org will be at 2023
- Solicit for Volunteers Club E-Mail for misc duties Fri, Sat, Sun

April: Sent out food vendor reminder. Send out an early reminder to food vendors with a new price of \$75. Make this a “personal” invite to each one, maybe talk about last year’s event,, not a mass mailing.

- Rolling Tomato Bob Currier or Vic or Matt <http://www.therollingtomato.com/> 914-760-5562 EMAIL sent twice 2024 events@therollingtomato.com (860) 537-5459
- New England Soft Serve David Dander 860-334-2294 FACEBOOK ddander@sbcglobal.net sent on Jan 25
- Skyscraper Sandwich Truck EMAIL Jay Sneiderman 860-324-0709 skyscrapersandwichtruck@gmail.com

CT MG Club British By the Sea Job Description

- Rogue Coffee Matt Oneto 203 427 5503 roguecoffeewlfd@gmail.com
- * NO LOBSTER TAILS WINDSOR reg sent.
- Call in May to confirm Hot Dogs **Jennifer Brault (203) 727-6688**
jbpb104@gmail.com 1lobstertails@gmail.com
- LOBSTER CRAFT will be the replacement
- AMBER 203-644-7651 MAIL ON FEB 01,2024
- TEDS STEAMED CHEESEBERGERS **BILL@TEDSRESTAURANT.COM**
- HOT TACO STREET KITCHEN NEVER CONFIRMED EMAILED ON FEB 01 THAT HE HAS TO TALK WITH BEN AND WILL GET BACK TO ME SOON
- The CodFather. He was confirmed in OCT 2025

TRIP TO HARKNESS MARCH APRIL MAY RANGER JACK Garden girl Amanda,,

- Check for combinations on locks, **Garage & Gates combinations as necessary**
- The back gate is a key
- Are there enough signs for Trailer/Spectator Parking Line marker
- Bring Class Sign Order and NEW SIGNS MADE. Arrange all the signs in order for easy placement
- **Bring 5 new garbage cans for 2026**
- Check for Tape
 - Caution Tape 2" Need at least 1,000ft
 - Orange Tape 2" Need 500 ft
 - Blue Tape For 2" Handicap parking Need at least 200 ft
- Check for Wooden and Green Metal stakes for Caution Tape at the entrance, Around Spectator Parking, and blocking off any access to the front lawn
- Check for Green Metal stakes to mark off the Rough Area between the Display Field and the Entrance, both south and north sides.
- Check the ENTRANCE BANNER and stand. Replace the grommet?
- BRING ZIP TIES TO ATTACH BANNER
- Ask Ranger Jack or the new lawn guy to have the grass cut East to West in the Spectator Area. The mowing lines will assist with Spectator Parking.
- Ask Ranger JACK or NEW LAWN GUY about the condition of the dirt path Across Display Field that his crews use. Fill in if necessary. **VERY DUSTY FOR 2023 !!!! FINE FPR 2025**
- Try to find Alisa at Camp Harkness to make sure all is well as the Camp Gates open at 8 am! MAKE SURE THAT WE WILL NOT BE REQUIRED TO HAVE A BBTS PERSON AT THE GATE Camp Harkness Entrance and Roads. NO road race on the BBTS date
- Make a general recon of the Park to see if anything has changed.
- WD-40 for locks

CT MG Club British By the Sea Job Description

- PUT ALL CLASS SIGNS FOR QUICK PLACEMENT ON SATURDAY
- Stop at Camp View to confirm cottage NO CANCELLATION POLICY NIANTIC INN
- Check safety vests>

APR - MAY

Inventory BBTS supplies *Supplies kept at home (see May for supplies kept at Harkness)

- _____ Measuring tapes
- _____ Clear packing tape
- _____ Mallet
- _____ Hammer
- _____ Sign Tripods and Easels
- _____ Clip Boards
- _____ Duct GorillaTape
- _____ Yellow Caution Tape (need 1,000 ft)
- _____ Orange (2") 500 ft
- _____ Blue (1"or 2") Surveyors Tape(200ft)
- _____ Markers
- _____ Zip Ties for banner
- _____ Marking Paint White & Orange
- _____ Money Fannie Packs
- _____ Bring Extension Cord and Light!!!
- _____ Garbage Bags Large heavy duty 42 gallon 3 mil 50 count
- CONTRACTORS CHOICE
- _____ Newly Acquired Wheeled Measurement Tool
- __ _Secure Insurance coverage ,, , Annie SEND NEW IN MAY

- **Send in the State Special Use Permit Application New Form 2024. THIS MIGHT HAVE TO BE DONE EARLIER**
- (Proof of Insurance coverage needed) NEW CERTIFICATE ISSUED IN MAY
- Send out Planting Day notice
- Inventory and Order new awards
- Order Dash plaques done in OCT because of a special offer
- Finalize Field Layouts (Word or Snag-it)
- Overall Layout
- Field Layout Guidelines
- Parking Guides for Parkers
- Print out Crew Instructions
- Arial View for Promotion
- Program Centerfold

CT MG Club British By the Sea Job Description

- Confirm Food Vendors again!!! Personal E-Mails
- Solicit for Volunteers Club E-Mail, Mowogs send complete list, and Crew leaders contact info Misc help for Fri- Sun

MAY

- Food Vendor Reminder sent out (again)
- Send the Sponsor list to André for the Sponsor signs
- Send Sponsor list AND Business cards to Doug Laboda for the Show Program.

EARLY MAY

- Send Centerfold to Doug for the Show Program (send TIF File)
 - Revise and Print Voting Ballots (450) Jim Juhas
 - Purchase Packet Envelopes, Pencils, Labels, and Shirt bags
 - Purchase “Stick-Um” dots for vendor headlights. One for each space paid for, so Vendor Monitor knows how many spots
 - Make New Signs as necessary.*See Dec
 - **Receive Completed Reg Forms**
 - ***Print Labels for Packets and Shirt bags to apply at home, bring to Stuffing Night** LAST FIRST CAR YEAR SHIRT # REG NUMBER Print two sets, new for packets, one for shirt bag.
 - Stuffing Night USUALLY THE THURSDAY BEFORE BBTS
 - CONFIRM THAT IT WILL BE AT BOB LAVAZZOLIS
 - Confirm that T-shirts will be delivered to Stuffing Night
 - Jim Yuhas usually prints out *Voting Ballots
 - Acquire at least 12 Xerox Print Paper boxes for reg forms, T-shirts, and Goody Bags
 - GET CLASS SPONSORS @ \$40 EACH
 - GET VENDORS @ \$25 EACH/ \$35 day of
 - Print out; (**leave in GARAGE on Planting Day**)
 - *Registration List, by Last name (15)
 - (10) For Entrance People
 - (5) For Registration Tent
 - *Field Layout Instructions (5)
 - *Parking Guide (15)
 - *Class Sign Order (2)
 - *Vote Talley Sheet (60) Jim Juhas
 - *Vote Talley Sheet Instructions (5)
 - *Vote Talley Sheet Sample (5)**Planting Day**
- Meet with Ranger and Camp Harkness Director (ALISA) for Approvals NO RUNNING RACE ON BBTS DAY

CT MG Club British By the Sea Job Description

Ask to have the grass cut East/West to help park the Spectator Cars

- Inventory BBTS Supplies kept in Garage at Harkness
 - _____ Check Signage against Classes on Reg form
 - _____ Yellow Caution Tape 2" for blocking off Front Lawn, Garage Driveways, Rear of Field
 - _____ Blue Handicap 1"
 - _____ Orange for entrance and parking boundaries 2"
 - _____ Table Cloths
 - _____ Velcro
 - _____ Poles for Tape,
 - _____ Direction Signs
 - _____ Line **Marking** Paint (**NOT** line **STRIPING** paint)
 - _____ Line Marker
 - _____ Traffic Cones
 - _____ Felt Tip Markers
 - _____ Money Fannie Packs
 - _____ Large Heavy Weight Plastic Garbage Bags
 - _____ **Repair large entrance banner eyelet with plastic Tarp Grabber,,, ACE, Lowes, Home Depot**
 - * _____ Check/Lubricate locks at Garage and East End Entrance
 - > _____ Organize Class Signs for quick placement on the Field on Saturday*See class Sign Order Doc
- **AGAIN, TALK TO THE RANGER ABOUT MOWING THE SPECTATOR LOT IN AN EAST TO WEST DIRECTION. THE MOWING LINES WILL MAKE IT EASIER TO PARK THE SPECTATOR CARS. ALSO, Ask about dust control for the dirt road across the display field**

BBTS STUFFING NIGHT

- *Pack Shirts in Bags
- *Number and Label Envelopes and Bags
- *Stuff Packet Envelopes
- *Voting Ballot in Envelope

BBTS FRIDAY

- Bring all boxes from Stuffing Night to the reg Tent
- DISPLAY FIELD
- Measure/Layout JOHN MOYTICA. MIGHT BE AL NOSENZO
- Stop lines at least 30ft short of Vendor Spaces and bushes on the north side of the field. Make sure to contact volunteers if the Displays Field work has been completed early.

CT MG Club British By the Sea Job Description

- Mark 20 X 20FT (MAKE 22X22) spaces for Vendors (Steve W)
- Paint Lines **DO NOT PAINT ACROSS THE CENTER ISLE**
- **STOP REGULAR CLASS LINES 30FT FROM HEDGE AND VENDOR SPACES**
- Use Rustolium white **MARKING PAINT** *Use rope as Marker/Guide Try without rope
- Bring cans of GREEN paint over mistakes
- Have a Tent (20X40), Tables, and chairs delivered on Friday, **Paint Location**. *MUST be there to direct delivery
- Have Plastic Castles delivered on Friday, **Paint Location** *MUST be there to direct delivery
- ONE at Reg Tent, TWO at Field Entrance
- Mark 5 diagonal spaces for Corporate Sponsor Display along the hedge.

BBTS SATURDAY

- NEED VOLUNTEER WITH TRUCK to carry tents and supplies from GARAGE to field,, **BOTH Saturday and Sunday, JEFF VANARSDALE**
- Block off the rear entrance to the display field with Yellow Tape (Removable at One End).
- Repaint lines on the display field that might be light.
- Block off access to Main Park at Driveway at the North Side of the Garage *Leave room for Ranger Access
- Place Class Signs *See class Sign Order Doc
- Caution Tape to block off both sides of the “rough” area between the Display Field and the Entrance. Use green posts on both sides of the rough area.
- Block Off (Stake and Caution tape) any Access to the Front Lawn of The Mansion from the Display Field.
- Leave enough room for Aston Marin Class and their Club Tent. KEEP THIS BLOCKED OFF UNTIL THE END OF THE DAY SUNDAY. CARS WERE OUT THERE IN 2024. THE RANGER WAS VERY UNHAPPY !! THERE ARE SIGNS MADE FOR THIS
- **NO VEHICLES ALLOWED BEYOND THIS SIGN**
- Mark off Vendor 20 X 20 SPACES, make (22 x 22)

Set up trash cans (BUY MORE)

Place Class Signs (all facing and read from the West End of the Field. Double-sided for the east side of the Display Field, east of the dirt entrance path.

Measure/Layout/Stake/Tape Entrance (See Separate Entrance Layout Diagram)

Spectator Entrance / Spectator Parking boundaries.

Signs for Trailer Parking

Mark 5 diagonal spaces for Corporate Sponsor Display along the hedge.

STOP PAINTING REGULAR CLASS LINES 30FT FROM HEDGE >Use BBTS Arrows

CT MG Club British By the Sea Job Description

to Mark Display Vehicle Entrance onto Field

Handicap parking > Stake and mark perimeter w/ Blue Tape > Add Handicap Sign *Tape off Spectator Specialty Car Parking Area **NOT USED**

SPECTATOR CROSS WALK *Paint crosswalk, add Waldo victim, FOOD AREAS

>Measure/Paint lines See Diagram

>Paint area for Plastic Castles. See Diagram

*Add one at the Reg tent, and two at the Field Entrance

SET UP SMALL TENTS UNLOAD SUPPLY VEHICLES

>Packets

>Awards

> Set up wireless speakers at the center of the Display Field and test

> Mark speaker area STEVE W Andre DeLa

BBTS SATURDAY

- SET UP ENTRANCE SIGNS (EARLY !!! 6:00 AM??)
- Signs at;
- Harkness Main Entrance **BANNER**
- O'Neal Theater BBTS direction arrow
- BBTS Direction Arrow Signs from Harkness Main Entrance and
- O'Neal to Camp Harkness Entrance
- EXTRA DISTANCE SIGNS AT CAMP HARKNESS ENTRANCE 300 FT, 200 FT, 100 FT>
- Entrance and Exit Signs on Camp Harkness Roads. *See Entrance Sign Placement
- MAKE IT CLEAR THAT NONE OF THE BBTS TRAFFIC GOES IN THE CABIN AREA OF CAMP HARKNESS
- **DISPLAY FIELD**
- NEED VOLUNTEER WITH A TRUCK to carry tents and supplies from GARAGE to field, **BOTH Saturday and Sunday, JEFF VANARSDALE**
- Place Class Signs (all facing and read from the West End of the Field)
- Double-sided for the first Classes on the west side of the field entrance lane.
- Set Up PA System/Converter **NEW 2022 WIRELESS SPEAKERS**
- Set up Registration Tent (EARLY!!!!!! 7:00??)
 - *Erect folding tables/chairs
 - *Set up Registration Boxes
 - *Set up Awards
- Move the tents for the entrance people to use
- Move the tent to Vendor Row for AUCTION/DOOR PRIZE and RIGALIA. Use Cones/New Signs to direct Display Vehicles onto the Field from the Entrance Area

CT MG Club British By the Sea Job Description

BBTS SUNDAY

- See **VOLUNTEER GUIDES** for descriptions
 - **Monitor all crews to ensure that the guidelines are being followed**
 - >ENTRANCE PEOPLE (Lead—Paul Angelico)
 - *GREETER (Duane Adams)
 - * Traffic Control at Beach Rd and BBTS Entrance: Provide Initial Direction
 - *Collect Money from Display Vehicles and Vendors
 - *Hand out Reg Forms
 - > Intercept and guide Food Vendors into space
 - >PARTS VENDOR MONITOR (LEAD TBD)
 - >PARKING (Lead Tony Dielo)
 - *At least (9) per shift
 - >REGISTRATION TENT (Lead Annie)
 - *Organize registrations
 - *Give instructions to Participants
 - *Take Completed Forms and Money
 - >SPECTATOR PARKING (Lead Bob Vanesse)
 - >Trailer Parking (Karl Hanson)>PA SYSTEM Master of Ceremonies (John Bubela)
 - *Make announcements, raffle, schedule, winners, etc
 - *Need an announcer for winners **ANDRE will be the announcer**
 - *Announce Class Sponsors and Vendors
 - *Announce Class Food Vendors
 - >CLEAN UP
 - *Police field
 - *Pick up ALL Signs, Stakes, and Caution Tape
Class, Entrance, Camp Harkness
 - *Pick up Club Tents
 - * Fold up tables and chairs, put in the Reg Tent
 - *Put everything in the GARAGE Storage
- LAST THING IS TO PICK UP CAUTION TAPE BLOCKING FRONT LAWN!!