



**Procedure Sheet
for
Car Show Registration**

Pre/Early Registration fee (12 hours ahead of the show, or more): \$15.00

Registration Fee (Day of Show): \$20.00

Prior to the Car Show: Early Registration can be done as late as the evening before the car show. The “Cruise” event will be the last opportunity. Early registration is over after the Cruise, Friday night. Pre/Early Registration can be done in-person, by regular mail, or by registering online.

The Day of the Show:

1. **AT THE GATE (two volunteers):** Show cars are greeted and ushered into the show grounds (Riverside Park) at the gate on the north end. Volunteers at the gate will:
 - a. Welcome each car
 - b. Say that this is the point of entry for show cars
 - c. Say that the show ends at 4:00 PM; cars will stay parked until the end
 - d. Say that Pre/Early Registration will cost \$20 (\$15 for early reg with proof)
 - e. Provide a goodie bag, that includes: 1 ticket for refreshments; voting sheet
 - f. Answer questions about: food, restrooms, show schedule, etc.
 - g. Ask them to proceed to registration
2. **AT REGISTRATION (three volunteers):** Show cars are greeted again and volunteers will:
 - a. Ask if they have been to the show last year.
 - b. Ask for a last name
 - c. Check the database
 - d. Ask for the registration fee (\$15 or \$20)
 - e. Provide a window card (with a registration #)
 - i. If they have attended last year, hand them their card.
 - ii. If the card is not correct, have them park and bring their card to registration
 - iii. New participants will receive a BLANK form to fill out . New participants are asked to return the filled out form to registration. The hand written form will be replaced with a printed card later in the morning.
 - f. Direct them to the parking volunteers
3. **PARKING (two volunteers):** Greet each car and:
 - a. Welcome them to the show
 - b. Direct them to the next available parking space
 - c. Park cars in a “chevron” pattern (angle parking)
 - d. Align cars to the sting marker.
 - e. When the row is parked, remove the string and stakes. Remove all remaining string and stakes at 12:00 noon.
4. **AFTER CARS ARE PARKED (one volunteer; may be a person from registration):**
 - a. Greet each car owner
 - b. Take a picture of the car and window card (filled out)
 - c. Answer any last minute questions
 - d. Bring pictures back to registration