

MCOH, Inc.
MONTHLY ACTIVITY and EVENT PLANNING GUIDELINES
Created: 10/17/2015

Decide on Event/Activity to Host and discuss with BOD.

- Please check both the website Calendar and with the Activities/ Event Coordinator to be sure the date you have chosen is available
 - If this will be THE Official Monthly Activity try to plan on a weekend other than the Monthly Meeting to encourage increased participation.
 - Will BOD approval be necessary along with any insurance and or waiver requirements?
 - Relative to MCOH, Inc., insurance requirements, discussion should be had concern for necessity of waiver and providing proof of insurance and valid driver license.
 - Is it a current MCOH members only or open to outside participation?
 - No other events should be planned or promoted in competition with the planned Official Club event.
 - Will this event have a participation fee?

Activity/Event Planning considerations:

- Daytime
 - Activity should be planned to occur prior to arriving at dining establishment as many will leave after eating.
 - Suggested eating time at 1:00 PM or later.
 - Select a place to eat and contact Restaurant to get details and make reservations.
 - NOTE: Inform Restaurant of a final RSVP two days prior to event. (always add 5 extra)
 - Follow up with Restaurant with any changes the morning of the event (more or less RSVP's).
- Evening
 - Plan to eat at least 3-hours before event arrival time, unless event is a cruise-in dinner.
 - RSVP's (See above)
- Route / Destination
 - Try to keep between 150 and 200 miles round trip from point of departure.
 - Check TxDOT website throughout planning phase, night before, and, morning of the event.
 - Have backup route if necessary.
- Prepare maps for participants to print themselves.

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Activity / Event Details

- Keep members informed of all activity/event details leading up to the event.
- Create an event flyer
 - This can be electronic only for electronic distribution.
- Requirements / Limitations
 - Age
 - Paid-dues members' only or open event.
 - Limited number of participants.
 - If this is a consideration, a signup sheet should be kept up to date.
 - Costs
 - Entry fees
 - "Suggested" donation if a charity event.
 - Items to bring along
 - sunscreen,
 - bug spray,
 - chairs,
 - Food/drinks, etc.
 - Always remember car magnets.
- Choose a location to meet.
 - Suggested facilities such as Buccees, Luvs, Pilot, Flyin J, etc.
 - Include address of meet-up location,
 - Meetup location requirements
 - Gas, Restrooms and Snacks
 - Large parking lot.
 - Set a time to meetup and allow 30 minutes before departure.
 - Have a PROMPT Departure time.
 - Designate a LEAD, MIDDLE, and TAIL vehicle.
 - Have a quick drivers meeting right before departure.
- Prepare event details for distribution via;
 - Upload to website calendar
 - Posting on Club Facebook page
 - Use the Event Flyer.
 - Creating a Facebook Event E-Vite.
 - Email blast to members.
 - FOR EMAIL BLAST ONLY – Include Host phone number and email address for questions and RSVP's for those who communicate via email only.
 - Promote event
 - At all Club meetings

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- Newsletter
- Other club websites and Facebook pages with permission.

Write up event follow up article with photos to include in MCOH newsletter and for submittal to MCA Mustang Times for Presidents Club points and MCOH presence.

TYPES OF POSSIBLE ACTIVITIES AND EVENTS:

- Cruises, Poker runs, Scavenger hunts, Texas History drives, Photo ops,
- Performance/Track events, Dyno Day, Carting, Member car projects,
- Bowling, Movies (indoor and drive-in), Concerts,
- Parades, Festivals, Art shows, Antiques shopping,
- Car collections, Museums, Casinos, Observatories,
- Sporting events, picnics, pot-lucks, parties, cook-outs,
- Local cruise-ins, car shows, charity events.

ENJOY THE EVENT!