

2022 Austin Seven Centenary Rally Call for volunteers to join planning team

Dear Club Secretaries,

As you are no doubt aware the Austin Seven Clubs' Association are planning a celebration Rally in 2022 to mark 100 years of the birth of the Austin Seven.

The Officers of the Association are keen to ensure that all clubs have an opportunity to contribute their thoughts and expertise to the overall organisation of the Rally as well as the all-important tasks which will need to be undertaken over the weekend.

We are looking for your Club views and would ask you to seek these via your Committee and then prime your Club Representative to share these at our July meeting or by email if your Rep. is unable to attend.

Nick Turley, the Association Vice Chairman, will be heading up a planning team for the event. The Officers of the Association have already given some initial thought to the potential roles required on the organising committee and what they will need to consider in both the long-term planning and over the weekend itself. These thoughts have been captured in bullet points below, although I must stress these are not set in stone but just initial thoughts to be discussed and ratified by the committee.

There may be people within your club who have relevant experience or expertise or others who simply want to get involved in some capacity, either by joining the planning team or helping with tasks over the weekend. We are looking for Clubs to take on responsibility for certain aspects so please come ready to volunteer at our July meeting, for example your club may decide they would like to take on responsibility for a particular aspect of the rally such as the Road Tour or evening entertainment.

In your role as an Association Committee member and Secretary of your club, please may I ask you to share this with your club membership and be in a position (either yourself or your club representative) to represent the thoughts and wishes of your club at the next Association Committee meeting on Sunday 14th July 2019

Suggested Roles

1. **Rally Lead**
2. **Rally Secretary**
3. **Rally Treasurer**
4. **Venue Liaison Manager**
5. **Evening Entertainment Manager**
6. **Road Tour Manager**
7. **Chief Marshall**
8. **Rally Site Manager**

9. **Trade Stand Manager**
10. **Advertising / Sponsorship Manager**
11. **Press and Publicity**
12. **Display Co-ordinator**

Planning Team Tasks

1. **Find suitable rally venue**
2. **Regular Venue Liaison**
3. **Look into variety of accommodation needs on site or nearby (use local Tourist Offices?)**
4. **Site Risk Assessment**
5. **Set and manage budgets for various aspects of the rally**
6. **Road tour/visits,**
7. **Evening Celebration Event / Dinner**
8. **Outside speaker(s)**
9. **Site Plan**
10. **Club Stands**
11. **Event Control / Office**
12. **Public Address System**
13. **Food & refreshment – i.e Sandwich Bar / Burger Vans / Ice Cream Van / Hog Roast / BBQ**
14. **Organise Marshalling**
15. **Identify and invite VIPs**
16. **Route boards and signposts for the rally site**
17. **Publicity / Sponsorship / Web Promotion**
18. **Organise trade stands**
19. **Souvenir Programme**
20. **Event DVD**
21. **Professional Security**
22. **Event Photographer**
23. **First Aid Cover / Ambulance**
24. **Rally Plaques / Goody Bags**
25. **Liaise with member Clubs by means of an “update” report at each quarterly meeting**

Tasks for Volunteers Over the Weekend

1. **Rally Registration**
2. **Rally Control Centre**
3. **Marking out Rally Field**
4. **Putting out information signs**
5. **Marshalling cars on to rally field**
6. **Set up and supervise the evening entertainment**
7. **Supervise setting up of Trade Stands**
8. **Staff the various displays and attractions**
9. **Manage Road Tour**
10. **Public Address Announcements / Master of Ceremonies**
11. **VIP Hosting**
12. **Clearing up the site after the Rally**