



Bulletin # 8

by Don Adams  
Additions by Bob Balcomb  
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☛ Riding ☛ Collecting ☛ Restoring ☛ Research ☛ History ☛

## How to Organize a Wheelmen Meet

There is no unique formula for the planning of a successful Wheelmen meet. Indeed, the fun and excitement of Wheelmen functions is in part due to their variety. To structure Wheelmen gatherings around a prescribed formula would destroy this variety and would be a mistake.

There are, however, some ideas that may be helpful to those responsible for organizing and administering a Wheelmen function. These ideas fall into eight categories of meet organization:

1. Coming up with the idea for the meet.
2. Establishing a meet site, facilities, lodging, and eating.
3. Picking a date for the meet.
4. Establishing committees - awards, field activities, judging, races, etc.
5. Planning tours and other activities.
6. Publicizing the meet.
7. Conducting meet day(s).
8. Reporting after the event.

Varying levels of organizational work and lead time will be required depending upon the type of function you are hosting. Generally, Wheelmen functions may be classified in the following categories:

1. The informal gathering.
2. The parade gathering.
3. The all-day tour.
4. The one or two day regional meet with activities.
5. The annual meet.
6. Participation in a meet sponsored by another organization.

### THE INFORMAL GATHERING

Informal gatherings such as a family ride with picnic, a midwinter memorabilia gathering, a dinner, slide show, new acquisition displays, and conversation, are often spontaneous in nature and do not require long-term planning.

If you are the host for one of these informal gatherings, it is important that you:

1. Pick a suitable location—maybe even your own home, an indoor museum, a restaurant, a bike shop, a recreation hall, etc. Perhaps a park would be a good gathering place. Choose a location that is reasonably central and not crowded. For rides, rambling, seldom traveled country roads are fun (be especially cautious of speeding cars driven by people not accustomed to seeing cyclists). Stop along the tour and visit a farm, an old house, or some other roadside interests.
2. Informality is the watchword for this type of gathering. Do not plan many activities. Keep it simple. Let it be a chance for Wheelmen to get better acquainted. If you have a tour, have plenty of rest breaks, even if it is shorter than the ten miles required for an Official High Wheel Tour. (See Bulletin #14 and its supplements.)
3. If a tour is held see Bulletin #14 for further tips. Arrange for it in advance. Notify the local police and sheriff where you will be and when. *This must be standard procedure for all Wheelmen tours over public roads.* You will find that law enforcement agencies will be helpful. However, don't expect them to provide traffic control for more than a few key locations or for an extended period. Work with them to select the critical locations.
4. Light refreshments are good. Maybe a pot luck dinner. If the weather is warm, how about a short swim? Perhaps you can visit a covered bridge or other scenic location, with photography sessions along the way. Maybe a short hike in a nature area would be good. Leave someone behind guarding the bikes, of course.

5. Plan a date well in advance. Use care in making your invitation list. If you are having only a few close friends at your gathering you may select participants as you wish. But if you are classifying your gathering as a Wheelmen function, contact your state captain and give him all the pertinent information. Only State/Division Captains may authorize it as a Wheelmen function. Be sure that *all* Wheelmen in your division/state are sent an invitation. Hard feelings may result when only a select few are invited to a function. Your invitations should be complete even though you may know that some will not attend. Your captain should be able to acquire mailing labels already imprinted with the names of all members of your state/division. This will make the mailing of invitations a quick and easy job. Depending on the location of your division and the nature of the activity, it may be good to invite participants from neighboring states. Although it may not be an elaborate event, Wheelmen from great distances may find it particularly attractive. Give them the opportunity. When you decide to include those beyond your own state/division, send invitations to *all* members within a given driving radius.
6. Finally you will probably want to publicize your informal meet. For advice on publicity, refer to the publicity section under Regional Meets in this bulletin.

#### THE PARADE GATHERING (SEE BULLETIN #9)

This often single-purpose function differs from other Wheelmen gatherings as follows:

1. In addition to notices that should be sent to members well in advance (through The Wheelmen Newsletter), RSVP should be required so parade organizers will know how many riders can be expected and you can plan what formations will be possible.
2. Reimbursement from the sponsors for our participation may be involved; details should be worked out in advance, and restrictions on the use of such fees must be followed. (No expenses to participants, etc.)
3. Discipline and communication are critical. It is always wise to bring participants together long enough in advance to practice at a location near the parade site. Practice new ideas in parade formations with walk throughs. Bulletin #9, Parade Riding, covers these.
4. Parade sponsors often require proof of Liability Insurance Coverage. If required, this may be secured from our Insurance Chair.
5. Above all, we must look our best and have our bikes looking their best. Smile and show how much you are

enjoying our great hobby. The original Wheelmen were not grim in their parades and we should not be either.

Why not conclude the parade gathering by arranging for participants to eat together. The pleasant conversation may be the most memorable activity of the day.

Most parades are conducted by other organizations, so some matters discussed in the later section with that in the title may be applicable.

#### THE ALL-DAY TOUR

If you are planning an all-day tour, consider first the type of tour you wish to have:

1. A leisurely Official High Wheel Tour. (There is no time limit to complete the required 10 miles for OHWTs, except that it be all in one day.)
  2. A century run.
  3. A non-stop century attempt.
- Note: See Bulletin #14 for OHWTs and Centuries.
4. A scenic tour of no special distance.
  5. A tour for a certain type of bicycle—hard tired safeties, tandems, balloon tire safeties, tricycles.
  6. A fun tour for everyone regardless of type of bicycle.

Next get some help with your tour. Be sure you or someone is dealing with the following:

1. Tour route should be as interesting, scenic, and safe as possible. Consider the scenery, topography, wind direction, points of interest, type of traffic, road surface, etc. Generally avoid hills and heavily traveled routes. Do all that you can to make it an enjoyable ride. Have rest stops at regular intervals. Provide route maps and cue sheets. Distances for OHWTs and Centuries must be accurately measured. Do not rely on automobile odometers, which are notoriously inaccurate. It would be better to measure the course using a cyclometer on a bicycle.
2. Services and transportation. Food, first aid, water, sag wagon, transporting non-riding members of families, extra parts for on-the-road repairs—all must be considered.
3. Timing. When will you leave? Give yourself adequate time to reach your destination (plan on no more than eight mph plus rest stops when more than a very few riders are using Ordinaries or early safeties. Even slower, if boneshakers or tricycles are included. Be sure that your advance notices are clear about *assembly* and *start* times.

4. All safety precautions must be observed. See Bulletin #14, Rules of the Road. Make sure tour starting point has adequate space for parking participants' cars and trailers safely. If tour is one-way, arrange for renting trailers or trucks to transport bicycles and riders back to starting point.
5. Be sure everyone signs official Wheelmen report forms, specifying their name, address and the date, year, name, model, and size of bicycle, and whether this is their first OHWT or Century. Have them do this immediately after the completion of the tour so certificates can be filled out and records kept. Review the list for clarity, before anyone leaves. Clarify any illegible entries. Obtain the forms (OHWT, Century, or Meet) from the Publication Chair. Submit copies of the form, with the finishers clearly identified, to all the officials pre-printed on the form. (Note that these vary from form to form.) You may also wish to have simple sign-up sheets before the start. If someone does not finish, you will be able to identify them. They are also good back-up documentation for the official forms. If your Century has repeated loops, have the sign-up sheet include *Out* and *In* columns for each lap.

One very pleasant early spring tour was from Flint, Michigan 16 miles to the Bavarian Inn at Frankenmuth, Michigan for dinner. A bus was chartered and used by non-riders and as a warm-up place for refreshments. A rented truck was used to return bikes to the starting point. Rural roads were used all the way.

#### THE ONE OR TWO DAY REGIONAL MEET WITH ACTIVITIES

This meet should include more varied activities than the preceding types. A good rule of thumb is the farther you extend your invitations, the more activities and more planning your meet will require. It is important that Wheelmen families be pleased with a meet they have traveled many hours to get to. If they are not, they may not attend distant meets again.

Assuming that several states will be invited to your regional meet (again all Wheelmen within a reasonable driving time radius should be invited) the location of the meet is important.

If you are the meet Captain, a first consideration is to use a location near you so you can attend to the advance arrangements. Intriguing meet sites are fine, but if there is not a Wheelmen close to the site so he can do all the advance work on location, the meet may be very difficult to prepare for.

Here are some location ideas for your regional meet:

1. College campuses are good for summer meets. The summer school enrollment is smaller than during the regular year at most colleges, and rooms are often available in residence halls at low costs. Many colleges have air conditioned residence halls. Wheelmen families can often be put in a section of a residence hall so everyone is together. Likewise a dining room in the Student Union can often be reserved for Wheelmen and all meals can be eaten together on campus, usually at economical prices. The college field house can be used for indoor activities in inclement weather and for locked storage of bikes. College tracks are perfect for races and auditoriums and activities rooms can be used for show and tell and other functions. Grassy acres often make a perfect setting for displaying bikes and campus streets are ideal for evening lamp rides and other activities.
2. Museum villages. Some museums welcome organizations like The Wheelmen. Approach the museum well in advance of your meet and make all arrangements very carefully. Their calendars are often booked a year in advance. The museum setting is usually perfect and there is the built-in advantage of an audience for our activities. Sometimes, in addition to free admission for Wheelmen in costume with bikes, they even provide food and drinks. They usually will assist in providing printed materials, mailing invitations, ribbons, etc. as well.
3. Parks. City and state parks may be excellent locations for Wheelmen meets. Be sure to check well in advance with park authorities and closely coordinate your activities with them to prevent breaking park regulations and to assure that facilities you need will be available. Most require permits for group use of park facilities, such as shelters.
4. Other possibilities: municipal auditoriums, armories, race tracks, amusement parks, and high school athletic fields.

When organizing your regional Wheelmen meet, check with the National Commander to be sure your date does not conflict with another scheduled meet. As soon as you set your meet date, notify the editor so he can place the meet date in the quarterly National Newsletter.

It is likely you will want to have an Official High Wheel Tour (OHWT) and perhaps a Century as part of your meet. Suggestions from the preceding All-Day Tour meet apply. (See also Bulletin #14)

Why not also try a sunrise tour for those interested. Leave at 7:00 a.m. and if possible choose back roads through farm country. Conclude this tour with a hearty breakfast and you will have gotten a day of Wheelmen activities off to a good start.

Perhaps you will want to conclude a meet day with a moonlight lamp tour. Although a romantic reminder of our heritage, they introduce greater hazards for the riders. Use extra care in choosing a secluded road that has little auto traffic. For added safety, have an escort vehicle with flashing lights follow the group. Be sure to provide kerosene, carbide, and extra wicks.

You will probably want to have a variety of field activities or games that test the skill of your riders and are fun for everyone. (Slow races, slalom, between the lines, thread the needle, tilting at the quintain, pillion races, over the handlebar dismounts, beanbag in a basket, run and ride, etc.) Be sure to include events for the ladies and children. Contact coordinators of prior meets for field activities ideas and dream up your own ideas. Exercise all safety precautions during your field activities, including requiring that all riders use approved bicycle helmets. (The club has a supply of helmets. Check with the last and next Annual Meet Captains, who should know the current custodian.) Allow plenty of time between events. Use portable electric bullhorn (borrow from police) to assemble Wheelmen for events. Don't try to work in too many events. Most can become very time consuming, particularly if you have a lot of participants.

If your meet is held at a Museum or other public place, it would be well to include at least one narrated demonstration. Have a knowledgeable Wheelmen describe the early history of the bicycle. The Wheelmen Handbook has good writeups that can serve as scripts. If you have a good representation of machines, these should be ridden in the order of their development. If you have sufficient space and qualified riders, a demonstration of trick riding skills is always a hit with the crowd. A public address system is a big help for demonstrations and should be arranged for well in advance.

The job of organizing and administering a regional meet is too much for one person to do alone. Besides, the more people you have involved, the better your attendance will be. And you will be training new Wheelmen to take over responsibilities for future meets. Also, many people are pleased to be able to help, and it deepens their interest in the club. For tour events, call on the assistance of modern bike clubs. They usually have folks with appropriate skills. Other community organizations can also be the source for volunteers who would be eager to be a part of your event.

(This was true for the 1991 Annual Meet in Findlay, Ohio.)

You will probably want to delegate work to committees. Their functions might include: judging, racing, awards, banquet program, auction, displays, field activities, food, accommodations, registration, publicity, safety, route marking, police liaison, and sag wagons. As you review your own situation, you may think of others. Combine related functions if necessary. Pick your committee chairpersons well in advance of the meet and get written confirmation of their acceptance of the appointment. Also try to involve new people as committee members.

Judging bicycles is at best a difficult but very important part of your meet. It is through judging that the overall quality of our machines is upgraded and craftsmanship skills are rewarded. (At Sauder Meets, Ohio *Exemplary Machine* ribbons, with no classes or places are awarded.) Assemble the entries on the judging field according to judging classifications leaving plenty of space between entries. You may arrange the entries in neat rows tied to ropes strung to stakes that are driven firmly into the ground and further firmly secured with guy lines and tent stakes. Roping and the erection of signs telling what entries go where, should be completed, if possible, before the participants arrive. Attach identification cards to each entry at the time the meet begins and insist that these cards be on the bikes prominently displayed throughout the meet. These cards are very helpful to spectators and the press and will save 1,000 questions.

Mail registration forms to all Wheelmen in the region well in advance, so people may arrange their schedules to attend. Ask that the form be returned by a date shortly before the meet. Contact coordinators of prior meets for a sample reservation form. This form will be helpful in making all your plans, may be mandatory for making banquet reservations, etc., and will make it possible for you to publicize in advance the bicycles and Wheelmen who will be present.

Publicize your regional meet as much as possible by preparing advance stories on The Wheelmen organization, on certain bikes that will be at the meet, and on meet activities. Ask your local and regional newspapers to do a photo-feature on the meet, your local radio stations to do a remote coverage, and your area television stations to shoot footage. If you are featuring something truly unique, do not hesitate trying for national coverage.

Give all your area media a complete schedule of events two weeks in advance and give them your name (or someone you delegate) as the person whom they should contact at the meet. Prepare *Press Kits* (Personalize them for the media you anticipate being there. It's a little thing, but

it makes them feel important, and you should do anything you can to cater to the media.) It should include a background information sheet, all pertinent printed pieces for The Wheelmen and your meet, as much detailed information as possible (including key persons' names), route and meeting site maps with notations of good photo locations and times to anticipate riders along the route. Prepare the draft of a follow-up article into which you can plug winners' names, most distant participant, oldest, youngest, most generations, etc. for a quick News Release to the media, both those who did and did not cover the event.

A good background on cycling and on The Wheelmen can be found in The Wheelmen Handbook. It should be copied and sent to the media in advance and put in the Press Kits. Examples of advance stories are in Bulletins #8a and #8b.

Do not overlook keeping your National Commander and Newsletter Editor fully informed. Wheelmen publications are the best vehicle for publicizing your meet to those most likely to attend. But remember that they are issued quarterly, with a deadline a month in advance, so get your write-up in several months before the meet and provide information for calendar listings half a year or more ahead. It would also be advisable to send a special mailing announcement of your meet to Wheelmen in your region. This may be arranged through your captain and the National Commander.

You may wish to have an announcer and a public address system for your field activities. Be certain your announcer has correct background on The Wheelmen and is acquainted with, or provided with, the names of participating Wheelmen. Or provide a knowledgeable spotter, like network sports broadcasts.

When meet day arrives all advance planning should be completed. Your job as chairman during the meet is to:

1. Meet with your committee chairmen and make certain they understand their responsibilities.
2. Keep the meet moving on schedule. You will probably be the announcer and master of ceremonies. In these positions you can control the pace of meet activities.
3. Check to make sure all details are being taken care of. Don't assume all your committee people can do their jobs without help. But don't be a pain about it. Be particularly concerned with locked overnight storage of bikes, room and food accommodations, and readiness of the field for activities. Advise participants to leave show and tell items locked in their cars until they are used and to look out for their own items.

As meet Captain your job is to keep a general overview of all meet activities. You will need patience to keep the meet running smoothly. You may need to overlook an occasional irritation from a tired participant or volunteer. Prepare yourself to have things you never could have dreamed of or planned for go wrong. Try to roll with the punches. Keep your eye on the big picture and keep constantly in mind that you are having the meet for the fun of it. The satisfaction of seeing happy Wheelmen at the conclusion of a successful meet is guaranteed to make all the work seem worthwhile.

#### THE ANNUAL MEET

The same suggestions that were made for the regional meet apply to the national annual meet except for:

1. A greater amount of publicity further in advance will be required.
2. Food and lodging accommodations must be adequate for a greater number of participants and be convenient to the meet activities.
3. You may wish to incorporate incentives to get members to travel the distances required to get to an annual meet. Paid for by a meet fee which is predetermined on the basis of expenses, special awards and souvenirs, such as cloisonné badges, meet ribbons, and something uniquely local should be considered.
4. Adequate time and a suitable meeting room must be set aside for the Annual Meeting and the Executive Board Meeting.
5. Bearing in mind that The Wheelmen is an international organization, all members should be encouraged to attend the annual meeting and the meet itself should be enticing enough in its activities to attract a large delegation.

For National and Regional events The Wheelmen Treasury may be able to provide some seed money to get you started and handle the early expenses until registration fees start coming in. The money is an advance only and must be repaid to the Treasury within a reasonable time. Profits from the event must also be turned over to the Treasury!

#### MEETS HELD BY OTHER ORGANIZATIONS

Note: the types of meets that have been discussed so far in this bulletin are meets organized by Wheelmen for Wheelmen. There are also events that invite The Wheelmen to participate.

## PARTICIPATION IN A MEET SPONSORED BY ANOTHER ORGANIZATION

This includes antique car meets, fairs, building dedications, bike-way openings, centennial activities and all types of celebrations which are increasingly interested in having participation by The Wheelmen.

The captain should be certain that one Wheelman is responsible for maintaining liaison with the organizer of the event and that Wheelmen are given adequate space and facilities for the functions that are required of us and the things we need to do.

If any pay is to be received for our participation, the amount and details of payment should be worked out well in advance. Note that in the U.S., IRS requirements dictate that individual Wheelmen may not be reimbursed for expenses incurred to participate. Club expenses for newsletters, mailings, display ropes and posts, large banners, PA systems and other costs of operation may be taken from fees received, but amounts above operating expenses MUST be turned over to The Wheelmen national treasury.

Publicizing this type of event will usually be done by the host organization, but we should be certain the host has

adequate background on The Wheelmen. However, if the event is of more than local interest, be sure to have it listed in the Newsletter Calendar of Events. Wheelmen from thousands of miles away have been known to show up for local events. Do not deny them, yourself, and your fellow local Wheelmen the special opportunity by forgetting to list your events in the Newsletter Calendar of Events.

## CONCLUSIONS

As mentioned at the outset of this bulletin, one of the exciting things about Wheelmen activities is their variety.

We hope you will introduce innovations at your functions and that you will develop many new meet ideas that are not mentioned in the bulletin. Not all guidelines work equally well in every meet situation. Develop your own ideas and function in ways most comfortable for you.

If you never lose sight of the fact that we are doing these things only for the FUN of it, that we are involving the WHOLE family in our activities, and that little problems are NOT worth getting upset about, you will ALWAYS have successful Wheelmen functions.

# Wheelmen Event Planning Check List

Note that each event will have its own set of unique requirements. This list is intended to help you recognize and/or define them.

## A. ESTABLISH YOUR OBJECTIVE. WHAT IS THE PURPOSE FOR HAVING THIS EVENT?

## B. PRE-PLANNING

1. Attend and critically observe the operations of several other similar events. (Take extensive notes.)
2. Check your assets:
  - a. People—at least a handful of *dedicated* members.
  - b. Facilities—Meeting rooms, bike storage, display areas, competition sites, accommodations, food service, shelters, rest stops, rest rooms, water.
  - c. Route(s) for tour(s)—Scenic/historic/special interest, etc.
  - d. Good Roads—good pavement, lightly traveled, safe.
  - e. Unique local feature.
  - f. Financial base (Wheelmen seed money?).
3. Evaluate your prospects:
  - a. Is there a present or potential need for the event?
  - b. How would it compare with others?
  - c. Would it compete with or compliment established events?
  - d. What kind of participation could you expect?
  - e. What outside assistance could you expect?
  - f. Do your assets match the anticipated requirements?
4. Decide whether to sponsor the Event.
5. Start determining specifics:
  - a. Length of event—½ day, 1 day, 2 days, or more?
  - b. Suitable date(s)—Saturday, Sunday, other event dates (International, National, Regional), special holidays.
  - c. Determine activities to include (tour lengths, etc.)
  - d. Type of route: Point-to-point, destination, single, or multiple loops.
  - e. Services to be provided:
    - (1) General—Souvenirs, badges, ribbons, showers, rest rooms, food/refreshments, drinks, certificates, program/entertainment, exhibitors, accommodations.
    - (2) Tour oriented—sag wagons, map/cue sheet, marked route, rider number/flag, certificates, prizes, awards, hanger bars (name badge), police traffic control.
  - f. Estimate Costs, Set Fees: Facilities rental, salaries for guards/custodians, etc., insurance, gas for sag wagons, printing, postage, phones, signs, paint, rental equipment (PA).
  - g. Devise publicity program.
  - h. Examine reasonable time table (target dates, follow up).

### C. PLANNING

1. Assignment of Responsibilities: Route selection, route marking, publicity, registration, safety, accommodations, food, sag wagons, printed materials, judging (machine/costume), competition, casual games, awards, program/entertainment, Director and Assistant(s), etc. (Combine functions as needed.)
2. Form Steering Committee.
3. Steering Committee: establish time table with realistic deadlines, noting individual responsible for each step.
4. If contemplating hosting of an Annual Meet, make up a proposal for presentation to The Wheelmen Executive Board.
5. Initiate publicity program.

### D. EXECUTION (POSSIBLE FUNCTIONS IN ALPHABETICAL ORDER)

1. Accommodations:
  - a. Provide on site? (showers for riders, if not?)
  - b. Lists of nearby motels, B&Bs, etc.
  - c. Room assignments, key handling (deposits, etc.) (Family and group considerations.)
  - d. Linens, towels, soap.
2. Auction:
  - a. Secure Auctioneer, recorders, handlers, cashiers etc.
  - b. Establish ground rules.
  - c. Place and time to gather items for auction.
  - d. Tables: to display items, for cashiers etc.
  - e. Public Address system for auctioneer.
  - f. Cash Box (change), clip boards, record sheets, receipts, bidder numbers?
3. Awards:
  - a. Meet specific Certificates (attendance, tours, awards).
  - b. Trophies, medals, ribbons.
  - c. Local souvenirs.
  - d. Meet identification badges.
  - e. Name badge hanger bars for Century (other).
  - f. Awards ceremony.
  - g. Complete and submit copies of Wheelmen forms (OHWT Century, and Meet).
4. Bicycle Display:
  - a. Sufficient space.
  - b. Securely anchored and staked poles (or large trees) to tie heavy ropes (high for Ordinaries, lower for safeties etc.)
  - c. Identify judging area (classes?)
  - d. Foul weather alternatives.
5. Bicycle Storage:
  - a. Adequate space.
  - b. Secure.
  - c. Schedule specific opening/closing times (person in charge).
  - d. Ropes, racks, stands, etc., or space only?
6. Displays and Exhibits:
  - a. Room(s) with good lighting.
  - b. Display tables.
  - c. Security or limited hours.
  - d. Preregister for assigned sites or "first come, first served."

7. Facilities:
  - a. Permits, contracts.
  - b. Fees.
  - c. Table, chair rental.
  - d. Bulletin board (Rules, schedule, messages, maps, lost and found etc.)
  - e. Public Address systems.
  - f. Audio/Visual equipment (projectors, chalk boards, easels).
8. Food and/or Refreshments:
  - a. What will be provided (on site, on tour(s)).
  - b. Set menu and determine costs to incorporate in fees.
  - c. Water, shelter, power, etc. at tour rest stops.
  - d. Volunteer servers, gopher, etc.
9. Games and Competition:
  - a. Determine events (races or casual games?)
  - b. Secure Games/Competition Captain, Announcer and assistants.
  - c. Get club helmets. (Required for all events!)
  - d. Adequate space for events and spectators.
  - e. Pre-event sign-up sheets.
  - f. Event props: witches hats, chalk, tape measure, tape, baskets, whistles, starter pistol, stop watches, clip boards, stands, benches, bean bags, baskets, saws/wood, needle/thread, etc.
  - g. Allow flexibility in schedule. Drop or add events as time requires.
  - h. Provide announcer with a *spotter* and have next event participants called *on deck* before start of current event.
10. Judging—Costumes:
  - a. Appoint a Costume Judging Captain.
  - b. Together, fill out judging team.
  - c. Judging criteria.
  - d. Determine awards procedure (on site or separate ceremony).

Note: Conduct machine and costume judging together?
11. Judging—Machines:
  - a. Appoint a Machine Judging Captain.
  - b. Together, fill out judging team.
  - c. Judging criteria.
  - d. Determine whether to incorporate seal awards.
  - e. Conduct a Judging training session.
  - f. Determine awards procedure (on site or separate ceremony).
12. Meetings:
  - a. Annual Business Meeting.
  - b. Executive Board Meeting.
  - c. Division/State Meeting.
  - d. Schedule adequate time and space.
  - e. Accommodations (meeting room(s), PA, podium, tables, easels, projector, screen, chalk boards, tape recorders, gavel).
  - f. Announcement signs (time and place, etc.).
  - g. Ecumenical church service (site, leader)? List of churches.

13. Printed Materials:
  - a. Announcement/application piece.
  - b. Posters.
  - c. Certificates (meet specific) (meet, OHWT, Century, awards).
  - d. Map/cue sheet (use both, some like one, some the other.) (Show facilities, rest stops, milages, emergency phone nos.) Delay printing for possible unforeseen route changes.
  - e. Program (souvenir booklet).
  - f. Machine identification cards (for judging, display).
  - g. Tickets (meal, events).
  - h. Route Markers (Temporary Bike Route signs).
  - i. Rider ID safety flags or numbers.
14. Program or Entertainment:
  - a. Notable volunteer speaker.
  - b. Local performing groups (no fee).
  - c. Wheelmen talent.
15. Promotion and Publicity:
  - a. Have an event logo done.
  - b. A special announcement/application piece.
  - c. Attention getting poster.
  - d. Wheelmen Newsletter:
    - (1) Calendar of events (2 issues).
    - (2) Descriptive write-up.
  - e. Notify national media.
  - f. Get announcements to related events.
  - g. Area TV & radio public service announcements.
  - h. Area newspapers—news releases.
  - i. Press kits (have on site for reporters).
  - j. Commercial (stores) and school bulletin boards.
  - k. Have good photos made of the event for follow-up PR.
16. Registration:
  - a. Pre-event recording of entries.
  - b. Money handling (change).
  - c. Packet preparation.
  - d. List preparation and counts—advance notice for food, etc. and lists for use at Registration Desk(s).
  - e. Post-tour sign-in.
17. Safety:
  - a. Safety check routes, demand needed corrections.
  - b. Liaison with law enforcement.
  - c. Volunteer corner guards.
  - d. First Aid preparations.
  - e. Map of route to ambulance services
  - f. Appropriate signs on route for bikes (tracks, hill, highway).
  - g. Bicycle Crossing signs on crossing highways for motorists.
  - h. Safety message at start of tour.
  - i. Liability insurance documentation (from Insurance Chair).

18. Sag Wagons (tour support).
  - a. Select appropriate method: Check-points, dispatch, patrol?
  - b. Equip with ... water, food, first aid, tools, spare parts?
  - c. Provide repair service? (local bike shop?)
  - d. Criteria for pick-up.
  - e. Provide identification signs.
  - f. Kits for private sags: maps, times, emergency numbers.
  - g. Gas money for volunteer drivers.
19. Signage:
  - a. Highway direction signs to meet site.
  - b. Identification signs on site (Wheelmen banners).
  - c. Registration area (instructions).
  - d. House rules (hours, locations, accommodations, meals).
  - e. Special events (judging, games etc.).
20. Souvenirs (MUST be ordered months in advance):
  - a. Badges (metal, cloisonné) unique design.
  - b. Ribbons (meet, awards, vip identification).
  - c. Special local interest item.
  - d. T-Shirts and other.
  - e. Include cost in registration fee or separate sale?
  - f. Include in kits or hand-out?
21. Sponsors:
  - a. Major business and industry for cash donations or in kind services (printing, mailing etc.)
  - b. Merchants for prizes and awards.
21. Tour(s):
  - a. Route Selection:
    - (1) Rough map.
    - (2) Car check (automobile odometers give only rough mileage).
    - (3) Check maintenance schedules for proposed route (State, County, Township, and City/village Engineers).
    - (4) Road test by bicycle with calibrated odometer.
    - (5) Safety Chairperson check.
  - b. Route Marking:
    - (1) Start marking about a month in advance.
    - (2) Use small, distinctive symbol/arrow to mark pavement.
    - (3) Mark well before, at, and beyond intersection.
    - (4) Mark ALL intersections, except in towns.
    - (5) Place Turn-Around arrows after possible missed turns.
    - (6) Put up Temporary Bike Route and Bike Crossing signs.

E. POST EVENT:

1. Clean-up:
  - a. Leave every site as clean as we found it or better.
  - b. Return all borrowed and rented items.
2. Follow-up:
  - a. Thank you letters and personal expressions of thanks.
  - b. News Releases, Report Letter, and Feature Stories (Have these pre-written with spaces to fill in names of winners, etc. for fast release to public media and Wheelmen Editors.)