



How to create a PCA Event

Introduction

The majority of regional PCA events will fall into one of two types. Driving Events, would include pleasure drives and rallies. Technically an event at a location where a car is on a lift and is part of a tour, is also considered a “Drive” for insurance purposes. A group drive to a restaurant is still considered a Drive, not a Social Event. Participating in a Parade would fall under Drive.

The second type would be Social events. This would include events where the members drive separately to a location. Examples would include:

- An event at a restaurant.
- A tour of a museum or car collection.
- A tour or talk at a PCA sponsor’s location.
- A talk or demonstration given at a location, such as a tech session.
- An event to see a movie, or a race.
- A planning meeting.
- Cars & Coffee events.
- Car Shows.
- A meeting for a specific activity i.e. miniature golf, bowling.
- An event at a brewery or winery.

HPDE and Autocross events are not covered in this document. They will be organized by either the DE Chair or the Autocross Chair.

As touched on earlier, and organized drive to a location, like a brewery, is still a Drive. The drive must end at the brewery. PCA insurance will no longer cover the participants once the drive has ended.

Social Events - such as breakfast, lunches and dinners.

These are the easiest events to plan. This type of get together assumes everyone will arrive on their own, it is not a formal drive, simply a chance to meet up. In this scenario, these guidelines must be followed.

- 1 Check the CIR website to see if there is a conflict with another event on the same day. Although we try not to have conflicting events on the same day, this will occur from time to time, and is OK, but if it can be avoided, so much the better.
- 2 Since this is not a “moving car event” which will be explained later, no insurance is required. All social events are automatically covered by the PCA Insurance Policy.
- 3 The event organizer needs to make the restaurant aware of our coming, and arrange seating for the group. If possible, we like to sit together, but many times this is not something the restaurant can offer, no problem, but let the location know beforehand what we would like to do, the date and time.
- 4 The organizer must make sure there is sufficient parking for all the people attending the event. It’s best if all of the Porsches can be parked together. The organizer and the first members to arrive can stake out parking places. Remember to leave enough room in other areas of the lot for those not lucky enough to be part of PCA.
- 5 To get the event posted on the CIR Calendar, contact the Activities Chair. Email the Activities Chair the event date, organizers name & contact info, your completed checklist, and the event location and details. If there is a limit to the number of people who can attend make sure to include it so an RSVP can be added to the posting. A graphic for the event and a brief description of the menu are also helpful.
- 6 As the date approaches, most restaurants want an idea of the number to expect. A call to the business a day or two beforehand is always a good idea. Sometimes a week prior is required.
- 7 The host (you) should plan to arrive before the first members show up, to greet and show people where we are seated. The host or organizer should plan to take a few photos during the event. Start with the Porsches parked in the lot. If you are going in as a group, take a photo of the entire group with the location in the background. Take a few more photos inside of the members enjoying the event.
- 8 Once the event has concluded, plan on writing a short article about it for the newsletter (500 words or less). You can send you article and photos into the newsletter staff for the next publication. Articles and photos are due at least a month before publication i.e. March 1st for the April issue.

Driving Events- Moving car events, whether an actual drive, or an event at a business, where a car will be on a lift, require an insurance policy, which is free and provided by applying before the event.

1. Once again, check our website for conflicts.
2. Since this is a moving car event, insurance must be applied for. Go to **pca.org** and **login**. Once you get logged in scroll down to “**commonly used links**” click on “**event insurance enrollment form**”. This will give you guidelines for applying for the insurance. Since we are not planning a track day or competitive type event, the application does not require any monies, and is a simple application. This needs to be applied *for at least 3 weeks in advance*. Regardless, insurance is a must. Help is available if you need it, as anyone can do the application for insurance.
3. If this is a drive to a restaurant, state park or something similar, know that the start of the event and the finish, at the destination restaurant or state park will be the addresses required on the insurance application. **Note:** The insurance coverage ends at the destination. It does not cover anyone if they leave the drive before reaching the destination. If it is a two-day event, you will need the start and end addresses for both days on the PCA Insurance Application.
4. Depending on the length of the drive you might need to include a restroom/gas stop. Make sure you have checked the restrooms yourself to make sure they are clean. Be sure there is enough parking to for all the drivers with out blocking traffic for other people. Check with the management to make sure they can accommodate the group. A truck stop works well for this because they tend to have more bathrooms and gas pumps.
5. For a lengthy drive, like the Spring Color Tour, an overnight stay may be required. The organized will need to secure a block of rooms at an area hotel. This type of event must be an RSVP to ensure there are enough rooms available. Make sure the RSVP is noted on the website. This type of event may need to be “sold” with additional advertising, to make sure the minimum number of rooms is met.
6. If the destination is a restaurant, they will need to know you are coming, and the approximate number of guests to expect. See Social Events, numbers 3 & 4 for further details.
7. To get the event posted on the CIR Calendar, contact the Activities Chair or the Assistant Chair. Email them the event date, organizers name & contact info, and the event location and details. Include the starting time of the drive as well as the duration. A graphic for the drive is always a plus.
8. The route of the drive must be driven beforehand and a week or so ahead of the event. This assures us that the route is still good, no changes have been made to the pavement surface, and any detours can be noted. Any dangerous intersections, and last minute road closures can be addressed in the drivers meeting.
9. You must choose a lead and a sweep for the drive. The lead should be very familiar with the route. The Sweep (last car) has the important job of making sure that not one gets lost. If a car takes a wrong turn or becomes disabled, it’s the Sweep Car that comes to the rescue. For large driving tours a middle (second lead) car be required.

10. Before the drive begins, the insurance form will have been received by the host. It must be available at this time for anyone to read. **All participants in the event must sign the insurance waivers before the drive.** Insurance waiver forms are available to download at PCA.ORG. After you **login**, scroll down to *Waiver Forms*. After clicking waiver forms, scroll down and select "*Release and Waiver Forms*". NOTE: Forms must be downloaded *in color*, the red highlights must be visible on the form.
11. A drivers meeting will be held before the drive begins, and any maps will be passed out and explained. The insurance form needs to be carried by the lead car. More info on what the drivers meeting entails will follow.

DRIVERS MEETING:

Before we leave on a club drive, a drivers meeting is required by PCA insurance. The event sponsor or anyone else at the event can hold this meeting. The following is an outline of the basic things that should be covered.

- 1 Introduce the leader of the drive and note their vehicle as well as the sweep driver.
- 2 Ask if everyone, including all passengers, has signed the waiver. Have it available for everyone to sign. If any passengers are under 18 years of age, they and their parent/guardian will have to fill out and sign the Waiver and Release of Liability and Indemnity Agreement for Minors in Restricted Areas, Driving or Riding. Print some of these out, just in case.
- 3 Make sure everyone has a full tank of gas.
- 4 Announce, in your own words, that this is a driving tour, and not a **race**, everyone is responsible for their own safety, traffic laws must be respected.
- 5 Hand out route directions to every car, and have the tour leader and sweep contact information (cell phone #) on the form. Note and Restroom Stops in the Route Instructions.
- 6 A quick explanation of anything to look out for on the drive should be noted, such as dangerous intersections, road hazards and things of this nature.
- 7 Designate someone to make out the Observer Report after the drive.
- 8 Keep a reasonable distance between cars, so others not in the tour do not get in between our group. Keep tabs on the car following you, and if you make a turn, make sure the following car sees you.
- 9 There is no passing the tour leader, and it is suggested that there is no passing within the group itself, as safety is paramount.
- 10 Headlights on.
- 11 If the lead car encounters anything dangerous, he will use the cars flashers, if you see this, you should activate your flashers also, until you pass the situation.
- 12 If someone encounters a problem during the drive, such as a flat tire, the tour continues, and the sweep car will assist the stranded vehicle.
- 13 You may add to this meeting whatever else you think is needed, but be sure to pay attention to #13.
- 14 **Take a deep breath or two, look around at the smiling faces gathered, and have a great time! Everyone appreciates what you have planned, or they wouldn't have come.**

After the event has happened, **both a Post Event Report as well as an Observer report must be Emailed back to PCA.** *These are simple forms, available on the PCA website, under commonly used links,* basically asking did the event happen, and was there anything to report, which we hope is a NO!

Filing your event with the Activities Chair

Send an email to the Events Chair with the following information.

1. Requested date and back up date.
2. Organizer name and contact information.
3. Type of event
4. Name of the event.
5. Location of event. For a driving event, list the starting and ending locations.
6. Event host if other than even organizer.
7. Minimum and maximum number of participants.
8. Cost of the event if applicable.
9. For a driving event, the mileage and the approximate duration of the drive.
10. Text that you want listed on the calendar and in any email blasts. If you have a graphic, please include the file.