

Duties Of Event Coordinator

The Event Coordinator is the key to good participation by the Members in an event. Some of the responsibilities the Coordinator may include:

1. Publicize the event by sending emails to the email list reminding all of the event, time, place, any special instructions, encourage registration, forward forms, etc.
2. Coordinate directly with sponsors of the event (e.g., the Triumph Club for Britain on the Green, etc) to get information about the event; offer assistance to sponsor.
3. As necessary, guide Club members and their Healeys to the designated show area for our cars.
4. Provide liaison with event sponsor before, during and after the event.
5. Report participation: Take attendance; include whether Member brought Healey, wore regalia, won any prizes.
6. Send (or give) participation report to Don Margeson, 17457 Dry Mill Rd., Leesburg, VA 20175-7020 or email him at [Don Margeson](#).
7. Prepare write-up about event and participation for next Club newsletter.

Remember, the Capital Area Austin Healey Club is run entirely by volunteers like you. Please consider lending you assistance to one event this year. If you would like to volunteer, please contact the Activities Chariman.