COUNCIL SHOW TASK DESCRIPTIONS

**East Texas Model Railroad Club**

**17 September 1996**

**Revision “B”**

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**Revision “C”**

**20 October 1998**

**North Texas Council of Railroad Clubs**

**Current Council Board Members**

**Month Finalized 2024**

SHOW TASK INSTRUCTIONS

The following show task instructions are to be used to accomplish the effort needed to put on a Council Train Show

The instructions are expected to be a living format, altered if required after each show. The end of the show season reports to the council should eventually allow the instructions and their accrued data banks to be used by beginners in preparing and operating a train show.

The East Texas Model Railroad Club wishes to thank the following individuals for their assistance in preparing this manual

Otis Courville - 17 September 1996, 10 December 1996 and 20 October 1998

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North Texas Council of Railroad Clubs would like to thank

The current North Texas Council Board Members

Month 2024

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GENERAL RULES

1. Be sure to buy your ticket at the door (Remember - we all buy a ticket even if you are working a task - So pay up folks since YOU benefit!)
2. Council Representatives - brief your people early so they know before showing up what they are to do and where they are to go at the show to start
3. For jobs at the show facility, sign in on the Job Sign-up Sheet at the designated location (Roll up door till start of show then go to the Information Table) 15 minutes before the shift starts
4. Be Prompt - Sign in on time
5. Keep accurate and detailed records of your task to pass on to the next individual who does the job. Report to the council on your experience even if negative so prompt, positive changes can be made. We have a lot of newcomers who don't have access to historical ways of doing things which means a one-line comment recorded in the task book could avoid a bad experience next time
6. All Pre-Show tasks need to keep records and receipts to turn into Council for money refund
7. Remember, one of the tasks of the Assistant Show Manager is to get the sign-up book signed by the people who are doubling up shifts in jobs dealing directly with the public. Clubs cannot receive their credit if the job assignments are not signed for
8. Keep enough logs or records so that you can report to the council on your activity after the show. This will change job write-ups and smooth out procedures
9. Clubs - Be sure to send knowledgeable people to handle the INFORMATION TABLE TASK - if they don’t know the information then they can’t tell someone else
10. CURRENT Council representatives must do the Show Manager and

Assistance Show Manager jobs.

# ARRANGING CLINIC SCHEDULES AND SIGNS

To successfully complete the task of ARRANGING CLINIC SCHEDULES AND SIGNS you should:

1. Be prompt
2. Compile and keep accurate record of type, cost and source of signs used in the past
3. Check records or contact individual who produced signs for last year for amount and type needed - review with show manager
4. Coordinate with Badge Creation to get presenters badges for entry
5. Deliver signs to show facility no later than Friday of show and set up in proper location
6. Pick up signs after show and store until next year’s show
7. Create and deliver Letters of Appreciation to presenters
8. Make sure proper dates and places
9. Deliver report to council on problems with this task
10. Get form from clubs who are to do clinics
11. Find additional clinics if scheduled is not full
12. Set number of clinics
13. on Saturday
14. on Sunday
15. Set clinics to end an hour before the end of show
16. Coordinate with presenters for time slots
17. Provide completed list to sign task
18. Provide completed list to web master to post
19. Give to information table to make announcement
20. Have fun

# ARRANGING FOR DOOR PRIZES (PRE-SHOW)

To successfully complete the task of ARRANGING FOR DOOR PRIZES you should:

1. Be prompt
2. Compile and keep accurate record of type, cost, vendor source and donors of prizes used in past
3. Check records or contact individual who acquire prizes for last year for amount and type needed - review with show manager
4. 4.Contact the vendors and request their participation in the show as suppliers of door prizes - arrange to pick up prizes
5. 5. Deliver prizes to show facility no later than Friday of show and give to set up manager for storage
6. 6. Write and deliver (preferable at show) letter of appreciation to donors
7. 7. Deliver report to council on prize effort and success
8. 8. Be friendly, smile and use good manners
9. 9. Go to hobby shops to get the grand prize or other hourly prizes
10. 10. Give tax receipt for the prize

# ARRANGING FOR DOOR PRIZES (SHOW DAY)

To successfully complete the task of ARRANGING FOR DOOR PRIZES (SHOW DAY)

1. Go to the dealers/vendors to get hourly door prizes
2. Give tax receipt for the prize if over $250
3. Update script by adding the people/places that donated the prizes
4. Provide updated script to information table for announcements during the open show hours
5. Be friendly, smile and use manners
6. Have fun

# ARRANGING FOR SWITCHING LAYOUT

To successfully complete the task of ARRANGING FOR SWITCHING LAYOUT (SHOW DAY)

1. Store switching layout between shows
2. Before show, test layout and repair any issues.
3. Bring Switching Layout to show on Friday and set up. Usually with the NMRA booth
4. Pack up and remove Switching Layout after show on last day, return to storage

# ASSISTANT SPACE ASSIGN/FLOOR WALKER

To successfully complete the task of ASSISTANT SPACE ASSIGNMENT (FRIDAY) you should:

1. Be prompt and work with setup task leader for big problem resolution
2. Study the Floor Plan before the setup period begins
3. Work with the Dealers and layouts to show them their location and boundaries and provide them with information - be prepared to answer questions
4. Get the tables and chairs for groups setup
5. Do not carry or move dealer’s stock or layout parts (Don't be liable for damage)
6. Have fun

# ASSISTANT SHOW MANAGER

To successfully complete the task of ASSISTANT SHOW MANAGER you should:

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (at roll up door until show opens then it will be at the Information booth)
3. Stay with the Show Manager, YOU are his extra eyes, ears and hands
4. Before you start, read, and be familiar with the procedures decided upon by the council (who to call in an emergency, cash and ticket handling procedures, etc.)
5. Read and understand the Show Manager task description.
6. Follow the Show Manager’s directions for tasks that need to be completed such as checking on sign up book (you may have to hustle to get someone to fill a vacant job - try the club who are supposed to be there first and with the PA System). Ticket sales and pick up sticker stubs for door prize drawing or someone’s location, etc. One of the main tasks is to make sure the person needs to sign the sign-up book to the people doubling up on a job dealing directly with the public Ticket Takers, Information Table and Switching layout operations.
7. Have fun

# BADGE CREATION

To successfully complete the task of BADGE CREATION you should:

1. Be prompt and keep accurate records
2. Compile and maintain a detailed list of what the past Badge requirements were
3. Have a discussion with the council as to the probable requirements for this year and get supplies to create the badges
4. Get information from the council as to what the content of the badges is to be
5. Get the Dealer Badge requirements from the Contracts chairman, coordinate with the Layout Tour chairman and the Clinic chairman so the appropriate people will have non-paid entry passes
6. Have someone else check your list at least once for accordance (We all see what we expect when dealing with details)
7. Print and give to the individual who will distribute at the show
8. Find the template for the badge creation
9. Get materials needed to make and complete the badges
10. Print Badges for dealers and a few extra (there will be a charge)
11. Print Badges for last minute dealers/vendors
12. Print Badges for Officers/directors/ Manager/Assistant Manager
13. Create dealer packets and place badges in there
14. This is all done with coordination with the layout person
15. Have Fun

# CASH BOX SETUP/CHANGE

This falls under the treasurer’s job

To successfully complete the task of Cash Box Setup/Change you should

1. Be prompt
2. It is assumed the Treasurer will accomplish this task
3. Compile and keep accurate record of number of cash boxers and breakdown of cash included
4. Discuss with the Show Manager amount of cash and value breakdown that is needed
5. Set how much cash is needed for the show
6. How much change is needed for each day of the show
7. Make sure credit card readers are charged and ready to go
8. Minimizer number of people handling cash
9. Keep money other that what is in boxes locked away in office, out of sight
10. Deliver report to council on money handling procedures evaluation
11. Have Fun

# CENTER DOOR CONTROL

To successfully complete the task of COMPILE DEALER LIST/SEND CONTRACTS you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (at roll up door until show opens then it will be at the Information booth)
3. Pre-show
   1. Ensure only dealers with badge may enter.
4. During Show
   1. Only folks going to the train ride may use the center door.
5. All using the door must have either Dealer badge or wrist band to use the door
6. Stay awake!
7. Have fun

# COFFEE/DONUT/COOKIES - Facility Liaison’s job

To successfully complete the task of getting COFFEE/DONUTS/COOKIES you should

1. Pre determine how many cookies, donuts and coffee is needed for each day of the show
2. To be placed back towards the roll up doors
3. First come, First serve
4. Limit of 2, so everyone has a chance to get some of the refreshments
5. Have fun

# COMPILE AND MAINTAIN DEALER LISTS

To successful complete the task of COMPILE DEALER LIST/SEND CONTRACTS you should

1. Be prompt
2. Compile and maintain a detailed list of names and addresses of where the past contract packages were sent
3. Keep accurate records
4. Have a discussion with the recipient as to the cost and schedule of the space he is renting and what is included (chairs, tables, badges, etc.,)
5. Get information as to what else he wants such as choice of location next to a friend, extra chairs, extra badges, etc., and work within council procedures to comply
6. Have someone else check your list at least once for accuracy (We all see what we expect when dealing with details)
7. Get the returned money to the council treasurers as quickly as practical
8. Have fun

# CONTRACTING WITH DEALERS

To successfully complete the task of CONTRACTING WITH DEALERS you should

1. Provide sample contract for Council Review at April Council meeting
2. Provide PDF format copies of the Contract to the Website Manager once the Contracts are approved
3. Send Email to dealer announcing the contracts are available on the Council Website (typically in May)
4. Once Contracts are received, build a spreadsheet that contains the # tables/spaces, Extra Badges, Electrical and the dollar amount received for each show.
5. Make copy (paper or Electronic) of all Contracts received
6. At the next council meeting provide the person doing the Floorplan the contracts/special requests for that show
7. At the next council meeting provide the Treasurer the checks that were received and report to the council the number tables sold for each show
8. Prior to the Council meeting Email an updated Spreadsheet containing all contracts received to each person doing the Floor plan, Treasurer, and President.
9. Within the 30 days prior to the show, coordinate any table request with the person doing the Floorplan.
10. Answer questions from potential dealers about the show.

# DEALER LAYOUT/SPACE ASSIGNMENT

To successfully complete the task of DEALER/LAYOUT SPACE ASSIGNMENT (FRIDAY you should

1. Be prompt and know who to call for major facility problem resolution
2. Study the Floor Plan before the setup period begins
3. At the earliest time pre-show, mark the boundaries of the layouts per the floorplan Dimensions.
4. Ensure the Dealer tables are located correctly per the floor plan
5. If dealers or Layouts have an issue with assigned space, contact the Floor plan author to resolve issues.
6. Coordinate with the venue as needed to resolve issues.
7. All issues have to be handled in timely manner
8. Have fun

# DEALER SET UP

To successfully complete the task of SETUP/DEALER SUPPORT

1. Be prompt and work with setup task leader for problem resolution
2. Study the Floor Plan before the setup period begins
3. Work with the Dealers and Layouts to show them their location and boundaries and provide them with information - be prepared to answer questions
4. Get the tables and chairs for groups setup
5. Do not carry or move dealer’s stock or layout parts (Don't be liable for damage)
6. Check the dealers, vendors and clubs in on the check in sign in sheet
7. Give packets to the dealer/vendor that matches their location
8. Show them their location on the map
9. If need be, take them to their location
10. Verify if the number of badges and spaces is correct
11. If any issue check with person that did the floor plans
12. If more badges are required, check with the sign in people
13. Take leftover packets at the check in at the roll up doors to the information desk.
14. Have Fun

# EARLY DOOR ENTRY

To successfully complete the task of EARLY ENTRY CONTROL you should

1. Be prompt, be courteous
2. Sign in on the Job Sign-up Sheet at the designated location (at the roll up door or the Information Table)
3. Review show procedures with show manager before you start so you know any special rules or situations
4. Stay at or near early entry door and check for tickets, dealer, clinic/tour badges
5. Check to see if they are a vendor/dealer or helper
6. Point them in the direction they need to be going
7. Sell them tickets, give the correct color of wristband and answer any questions they might have. Wristbands are good for both days of the show
8. Be understanding and flexible (if someone show up with their arms and hands full don't demand they show you their ticket now - allow them to get some relief and come back with the ticket but do follow up in a reasonable time)
9. Show Manager or EARLY ENTRY CONTROL will control entry before established time
10. Deliver report to council on problems encountered during the effort
11. Have fun

# EARLY ENTRY CONTROL

To successfully complete the task of EARLY ENTRY CONTROL you should

1. Be prompt, be courteous
2. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up door or the Information Table) 15 to 5 minutes before shift starts
3. Review show procedures with show manager before you start so you know any special rules or situations
4. Stay at or near early entry door and check for dealer with badge
5. Only allow Dealers displaying a Badge to enter prior to the Show opening
6. Be understanding and flexible (If someone show up with their arms and hands full don’t demand they show you their ticket now - allow them to get some relief and come back with the ticket but do follow up in a reasonable time)
7. Deliver report to council on problems encountered during this effort
8. Have fun

# EARLY TICKET SALES

To successfully complete the task of **EARLY ENTRY TICKET SALES** you should

1. Be prompt, be courteous
2. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up doors or the Information Table) 15 to 5 minutes before shift start
3. Review show procedures with show manager before you start so you know any special rules or situations
4. Check to see if they are a vendor/dealer or helper
5. Point them in the direction they need to be going
6. Sell them tickets, give correct color of wristband and answer any questions they might have
7. Stay at or near early entry door and sell tickets to those who do not have one
8. Be understanding and flexible (If someone show up with their arms and hands full don’t demand they show you their ticket now - allow them to get some relief and come back with the ticket but do follow up in a reasonable time
9. Show Manager or EARLY ENTRY CONTROL will control entry before established time
10. Deliver report to council on problems encountered during this effort
11. Have Fun

# EXTERIOR SIGN CREATION

To successfully complete the task of EXTERIOR SIGN CREATION you should

1. Decide what size of sign is needed to be placed outside and what the locations will be. Get with the council on this
2. Once the size of the signs is decided then the wording needs to be approved. Get with the person that did the sign last year and see if those are still usable. If so, then use those
3. Place signs, where people can see them, by the road and drive to the building. This is to let people so they will know where to park their vehicles and where to go to enter the building. Place them in the mornings and remove them in the evenings of the show
4. Have fun

# FACILITY LIAISON

To successfully complete the task of FACILITY LIAISON you should

1. Be prompt, courteous, fair and firm in your dealings with the facility managers
2. Arrive in plenty of time to meet with the managers before work starts
3. Have some agreement with the manager on what is expected before work starts
4. Know where to find the show Manager or his representative in case of a major show stopper of a problem (solve the rest yourself)
5. Take notes and meet with the council to get the contract approved or if changes need to be made
6. If possible, meet with the person that was the liaison before to see what was agreed upon
7. Have fun

# FLOOR SPACE/ALLOCATION PLAN

To successfully complete the task of FLOOR SPACE/ALLOCATION PLAN you should

1. Be prompt and keep accurate records
2. Compile and maintain a detailed list of the past Floor Plans and their formats
3. Have a discussion with the council as to any special requirements for this year and what is included (probable dealer locations, maximum size and number of layouts, etc.)
4. Create an accurate drawing/model of the facility that includes Electrical outlets, doors, and obstructions (Walls, Columns, Emergency exits. Etc.)
5. Get dealer requirements of table size and number of tables per dealer from the person doing CONTRACTING WITH DEALERS task.
6. Get layout number sizes from council Added Benefit Forms.
7. Create a show floor plan that contains all of the dealers, layouts, and meets the Fire Marshall and Facility requirements.
8. To the maximum extent possible, honor Dealer special requests and place Dealers in the same location as previous shows
9. Verify the layout dimensions on the Floorplan to Added Benefit Commitment Form
10. Verify Dealer table arrangement matches contract
11. The Floorplan should contain some extra table for contracts that come after the Floorplan is submitted.
12. Submit the Floorplan to the Fire Marshall at least 30 days prior to the event and coordinate any changes requested by the Fire Marshall
13. Submit the Fire Marshall Approved Floorplan to the Facility once received
14. During Show Setup resolve any issues
15. During Show Setup assign tables to any day of the Show sales.
16. Provide a Copy of the Floorplan along with Dealer list to the Information Booth
17. Have Fun

# GETTING TICKETS

To successfully complete the task of GETTING TICKETS you should

1. Be prompt
2. Compile and keep accurate records of number of tickets purchased and used
3. Check records or contact individuals who purchased tickets last year for number of tickets needed
4. Get two colors of tickets - one for adults (paid) and the second for children (free with paid adult or in Scout Uniform)
5. Deliver tickets to show facility no later than Friday of show
6. Deliver report to council on ticket purchase, dispensing and how they used
7. Have fun

# GETTING WRISTBANDS

To successfully complete the task of Getting Wristbands you should

1. Be prompt
2. Compile and keep an accurate record of number of wristbands purchased and used
3. Check records or contact individuals who purchased the wristbands last year for number of bands needed
4. Get two colors of wristbands - one for adults (paid) and the second for child (free with paid adult or in Scout uniform)
5. Deliver wristbands to show facility no later than Friday of show
6. Deliver report to council or ticket purchaser, dispensing and how used
7. Have fun

# INFORMATION TABLE

To successfully complete the task of INFORMATION TABLE/TOUR SUPPORT you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up door or the information table) 5 to 15 minutes before shift start
3. If you are doubling over to the next shift, sign the book for both shifts.
4. Review show procedures and general layout with individuals who were doing job last shift before starting so you can be up to date to cover unusual situations - know where the phone is located, where are the bathrooms, - your imagination can not cover the things people will ask
5. Know if any layout is off the tour or has changed hours, etc., so you can pass this information along
6. Get volunteers to sign for their assignments, can be done 15 minutes before work begins
7. Have guests to fill out drawing form for the hourly drawings
8. Keep the area clean and organized
9. Display flyers
10. Deliver report to council on problems encountered during this effort
11. Smile. Be friendly
12. Have fun

# INTERIOR SIGN CREATION/SETUP

**To successfully complete the task of interior sign creation/setup you should**

# LAYOUT TOUR BROCHURE/BOOK CREATION/DUPLICATION

To successfully complete the task of LAYOUT TOUR BROCHURE/BOOK/DUPLICATION you should

1. Be prompt
2. Compile and keep accurate record of brochure that was used from the past - we might be able to use the data again
3. Contact the tour recruiter for information on name, location and schedule of layout to be included in the current brochure/book
4. Prepare sample brochure/book and present to council for approval
5. Print number of brochures ordered and deliver to council
6. Have fun

# LAYOUT TOUR RECRUITMENT

To successfully complete the task of LAYOUT TOUR RECRUITMENT you should

1. Be prompt
2. Compile and keep accurate record of layouts on tours from the past - we might be able to recruit again
3. Contact each potential layout host and request their participation at least three/four months before the show - be sure to ask each host if they know of anyone else who would want to participate
4. Contact local hobby shops to see if they might know of someone willing to participate
5. Get Layout tour commitments from council club commitment sheets
6. Mail form to all participation layouts to gather data on their location (request map) and schedule - verify all directions by driving the route as required
7. Get a picture of the layout for the Tour Guide, ask if you can take a picture, it if the host has none
8. Encourage long hours of operation, especially on Sunday afternoon
9. Prepare and deliver to council a list of layouts participating
10. Coordinate with Badge Creation chairman to provide show passes
11. Write a Letter of Appreciation to all participants
12. Have fun

# LAYOUT TOUR SUPPORT TABLE

To successfully complete the task of LAYOUT TOUR TABLE SUPPORT you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up door or the information table) 15 to 5 minutes before shift starts
3. If you are doubling over to the next shift, sign the book for both shifts.
4. Review show procedures and general layout with individual who was doing job last shift before starting so you can be up to date to cover unusual situation
5. Know if any layout is off the tour or has changed hours, etc., so you can pass this information along
6. Keep the area clean and organized
7. Display tour sheets and explain how to locate the tour locations
8. Deliver report to council on problems encountered during this effort
9. Smile. Be friendly
10. Have fun

# LEASING FACILITY

To successfully complete the task of LEASING FACILITY you should

1. Be prompt, courteous, and firm in your approach
2. Deal with the proper people at the facility you are trying to lease
3. Have as many backup locations as you feel are needed in case the facility cannot satisfy our wants as to date or space, etc.,
4. Ask about future date availabilities
5. Have fun

# LEASING FACILITY LIAISON

To successfully complete the task of LEASING FACILITY LIAISON you should

1. Be prompt, courteous, fair and firm in your dealings with the facility managers
2. Arrive in plenty of time to meet with the managers before work starts
3. Have some agreement with the manager on what is expected before work starts
4. Know where to find the show Manager or his representative in case of a major show stopper of a problem (solve the rest yourself)
5. Take notes and meet with the council to get the contract approved or if changes need to be made
6. If possible, meet with the person that was the liaison before to see what was agreed upon
7. Have fun

XXXX MAINTAINING DEALER LIST XXXX

To successfully complete the task of MAINTAINING DEALER LIST you should

1.

# MAINTAIN WEBSITE/FACEBOOK

To successfully complete the task of MAINTAIN WEB/FACEBOOK you should

* + - 1. TBD from Chris

# MAKEUP/PRINT/MAIL CONTRACTS

To successfully complete the task of Make-up/Print/Mail Contracts you should

1. Be prompt
2. Compile and maintain a detailed list of the past contracts and their formats
3. Keep accurate records
4. Have a discussion with the council as to the content of the contract and what is included (chairs, tables, badges, etc.)
5. Print a sample and have the council approve the contract format and content (We all see what we expect when dealing with details)
6. Get a number required from the individual responsible for sending them out and print
7. Have Fun

# MONEY MANAGEMENT/CHANGE SATURDAY/SUNDAY - This falls under the treasurer’s job

To successfully complete the task of MONEY MANAGEMENT/CHANGE you should

1. Be prompt
2. Compile and keep accurate record of number of cash boxes and break
3. down of cash included
4. Treasurer will provide amount of cash and value break down that is needed
5. Minimize number of people handling cash
6. Keep money other than what is in boxes locked away in office, out of sight
7. At shift start go to each cash box (ticket takers) and get request for change make a second trip on half hour or as required
8. Conceal cash as it is being taken to cash boxes
9. Deliver report to council on cash box evaluation
10. Have fun

# PHONE CALLS ON SHOW DAYS

To successfully complete the task of PHONE CALLS ON SHOW DAYS you should

1. Answer questions from published phone number, times, location, etc. about the show

# POST SHOW

To successfully complete the task of SHOW SETUP (FRIDAY) you should

1. Be prompt and work with setup task leader for big problem resolution
2. Study the Floor Plan before the setup period begins
3. Mark the location and boundaries of layouts according to the floor plan
4. Setup the dealer tables and chairs according to floor plan
5. Do not carry or move dealer’s stock or layout parts (Don't be liable for damage)
6. Route Traffic when vendors park in loading zone after show closes
7. Ensure no vendor parks more than 15 minutes
8. Ensure on vendor does not block another vendor
9. Be polite but firm
10. Have Fun

# PUBLICIST/ADVERTISING

To successfully complete the task of PUBLICIST/ADVERTISING you should do the following sub-tasks

## FLYER CREATION/DUPLICATION

Note that this task might be subcontracted to a graphic artist.

To successfully complete the task of FLYER CREATION/DUPLICATION you should

1. Be prompt. This will be one of the very first tasks which needs to be completed
2. Interface with Show Manager and Council to get accurate dates and places of the show
3. Flyers need to be ready in time to get into other area’s shows
4. Make our event name and eye grabber
5. These shows are the most important thing we do - getting the attention of the reader is paramount; the second most important is when, where and how much, third is who to contact and last is what is going on
6. Be sure the flyer can be Xeroxed - DO NOT USE DARK COLORED PAPER
7. Get Council President’s and Show Manager's approval of the ark work and details (activities list, coupons, etc.) before printing agreed upon number of flyers
8. Get copies of flyers to PSA and Advance Publicity chairman
9. Have fun

## FLYER MAILOUTS – OUT OF TOWN DEALERS

To successfully complete the task of FLYER MAILOUT - OUT OF TOWN DEALERS you should

1. Be prompt
2. Compile a detailed list of names and addresses of where to send the Flyer Packages
3. Have a discussion with the recipient as to the number of flyers they want before sending them, ask if they want an additional mailing
4. Check with them to see if they have a flyer that we could display at the information table at our shows
5. Have someone else check your list at least once for accuracy (We all see what we expect when dealing with details)
6. Keep accurate records
7. Have fun

## FLYER MAILOUTS – LOCAL MAILING LIST

To successfully complete the task of FLYER MAILOUTS you should

1. Be prompt
2. Compile a detailed list of names and addresses of where to send the Flier Packages
3. Have a discussion with the recipient as to the number of flyers they want before sending or delivering them, ask if they want an additional mailing
4. Ask if they would send us flyers to be place on our Information Table at our train shows
5. Have someone else check your list at least once for accuracy (We all see what we expert when dealing with details
6. Keep accurate records
7. Have fun

## PSA MAILINGS

To successfully complete the task of PSA Mailings

1. Obtain copy of flyer
2. Create cover letter to accompany flyer
3. Send to tv, radio, request consideration to air on ad.

## PAID ADS

To successfully complete the task of PAID ADS you should

1. Be Prompt
2. Compile a detailed list of names and addresses of where to send the PAID ADS packages
3. Keep accurate records
4. Have a discussion with the recipient as to the cost and schedule and get it approved by the council before contracting the ads
5. Have someone else check your list at least once for accuracy (We all see what we expect when dealing with details)
6. Get the required money from the council treasurer
7. Have fun

## EMAIL FLYER DISTRIBUTION

To successfully complete the task of EMAIL FLYER DISTRIBUTION you should

1. Make sure previous attendees get email notification of the show 2 months or at least one month before the show
2. Do a cover letter and include the newest flier, if new contact
3. Anyone can send emails or snail mail to people to invite them. Once that is done give a list to the person that has the data and he can do it the following year. This will keep the data base current
4. Once flyers come back undeliverable remove them from the current list and place in inactive file
5. Have Fun

## ADVANCE PUBLICITY

To successfully complete the task of ADVANCE PUBLICITY you should:

1. Be prompt and courteous in your dealings with publicity managers
2. Have a Detailed list of names and addresses of where to send the publicity packages
3. Include a show flyer if possible;
4. Have an accurate, double checked publicity package to present;
5. Have someone else check your package at least once for accuracy (We all see what we expect when dealing details)
6. Keep accurate records
7. HAVE FUN

# XXXX RADIO ADS

To successfully complete the task of RADIO ADS you should

# SATURDAY NIGHT SECURITY TO CLEAR BUILDING

To successfully complete the task of SATURDAY NIGHT SECURITY TO CLEAR BUILDING you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up doors or the information table) 15 to 5 minutes before shift starts
3. This task is used at Plano, they provide local officers as part of facility contract
4. Review effort with show manager to find out if any special rules or circumstances are involved
5. The center closes at a specific time
6. 1 hour before closing time of building, ensure all vendors and patrons have left
7. Ensure only venue personal are in the building
8. Be the last one out of the building
9. Make sure doors are locked properly and that you have the door codes
10. Coordinate with facility staff on cable locations and lock up procedures know fire reporting procedures and who to call in emergency
11. Open doors only at time set by council or for council officers
12. Deliver report to council on problems encountered during this effort
13. Have fun

# SHOW JOB DESCRIPTIONS

To successfully complete the task of SHOW JOB DESCRIPTIONS you should

1. Edit and maintain this document.
2. Arrange for printed copy of latest version to be available early Friday morning (Start of show)

# SHOW MANAGER/SHOW MANAGER ASSISTANT – PRIOR TO SHOW OPENINGS

To successfully complete the task of SHOW MANAGER/SHOW MANAGER ASSISTANT PRIOR TO SHOW OPENINGS you should

1. Be prompt
2. Be available
3. Be flexible
4. Be friendly (at least civil)
5. Compile and keep accurate log of effort involved in the task
6. Your purpose is to oversee overall preparation for and operation during the show
7. Review show procedures with COUNCIL and your assistant before the show season so you can establish special rules and procedures to cover unusual situations
8. Set time slots for announcements to be made for clinics, door prize drawings, sponsors and vendors that donated prizes for the door drawing
9. Saturday morning get updated announcement script from door prize person.
10. Spend as much time as possible at the show office or information table to cover difficulties from a single location - use your assistant as your extra set of hands, ears and eyes
11. Deliver report to council on problems encountered during this effort
12. Have fun

# SHOW MANAGER – FRIDAY/SATURDAY MORNING

To successfully complete the task of SHOW MANAGER-FRIDAY/SATURDAY

you should

1. Oversee setup
2. Resolve conflicts with vendors
3. Assist with setup as needed
4. Use floor plan author or venue as resources
5. Ensure that next hour tasks are covered and signed in the task book
6. Have fun

# SHOW MANAGER – SATURDAY/SUNDAY DURING THE SHOW

To successfully complete the task of SHOW MANAGER-SATURDAY/SUNDAY you should

1. Must be a council representative (current or past in good standing)
2. Handle any issues that arise
3. Interface with vendors, patrons, venue
4. Ensure that next hour tasks are covered and signed in the task book
5. President or Vice President – ensure vendors are happy. 1 hour door prize script, sponsors mention in between drawings and donations of prizes
6. Announcements need to be made on PA by current COUNCIL MEMBER using script. Every hour, announce the winner of the prize. Request them to come pick the prize up at the information table. If they don't show up shortly try calling them on their phone listed on the drawing slip. In between winner drawings announce the Sponsors and who donated the door prizes. Deliver the main prize if local.
7. Show manager or assistant must be at the information table at all time
8. Have fun

# SHOW SETUP FRIDAY

To successfully complete the task of SHOW SETUP FRIDAY you should

1. Be prompt and work with setup task leader
2. Ensure layout boundaries are marked off on the floor and labeled (blue painters’ tape)
3. Ensure tables are out by doors per floor plan
4. Put out chairs for dealers 2 per spot, as needed
5. Work with floor plan author to resolve table placement issues
6. Have fun

# SPONSORSHIP SALES

See Larry for details (I will send him and email asking for his duties)

To successfully complete the task ofSPONSORSHIP SALESyou should

1. Contact potential sponsors. I've found mostly friends, whether trained in or not, are willing to help because it involves kids.
2. Most of the sponsors are friends and business associates or members of our club.
3. Then when committed, collect the checks or give them to Pete or I deposit them directly myself.
4. Then get a brief promotion; announcement for the show and slide

# SURVEY DATA

To successfully complete the task of SURVEY DATA you should

1. Take surveys from show
2. Place new entries on list for next year’s show
3. Create reports and give to council at next month’s meeting
4. Do email and snail mail
5. Have fun

# SWITCHING CONTEST

To successfully complete the task of SWITCHING LAYOUT you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (by roll up doors or information table) 15 to 5 minutes before shift start
3. If you are doubling over to the next shift, sign in for both shifts
4. Bring switching board to event
5. Maintain board during off season
6. Maintain cars and make sure clean and in working order
7. As switching layout operator, you are responsible for explaining to visitors the purpose and operation of the layout during your shift
8. Make sure layout is operating properly and stay with it to help the visitor enjoy their operation
9. Make sure nothing gets broken or walks away
10. Deliver report to council on problems encountered during this effort
11. Have Fun

# TEAR DOWN SUNDAYS

To successfully complete the task of TEARDOWN SUNDAYS you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (at roll up door or information table) 15 to 5 minutes before show
3. Review effort with show manager to find out if any special rules or circumstances are involved
4. Do not help dealers or layouts carry items, boxes, etc. to their cars!!!!
5. Teardown Crew (Club) will keep anything (left over): and will report to Council on what they have in storage
6. Help facility staff as requested to move furniture or other equipment - make sure signs, etc. are removed
7. Deliver report to council on problems encountered during this effort
8. Have fun

# TICKET SALES/SELL TICKETS

To successfully complete the task of TICKET SALES/SELL TICKETS

1. Collect authorized coupon (if approved by council) and write number of people using admission on the coupon
2. Coupon page will be at each of the sales table. No copies accepted
3. Give wristband to payee/non payee (Children, Scouts in uniform and the press are free)
4. Pass wristbands in numerical order
5. If running short on change get with the treasurer
6. If large bills are given for ticket sales call treasure immediately
7. Money only to be given to the treasurer
8. Run Crédit machine or take cash
9. Mention wristbands are good for admission for both days of show. Or for re-entry into the show on same day
10. Have Fun

# TOUR BROCHURE ADVERTISING

1. Get with Larry and Wayne. They get train sets donations and other drawing prizes

This will be added to the Tour Brochure Creation section

# TOUR BROCHURE/BOOK CREATION/DUPLICATION

To successfully complete the task of TOUR BROCHURE/BOOK/DUPLICATION you should

1. Be prompt
2. Compile and keep accurate record of brochure used in past - we might be able to use data again
3. Contact tour recruiter for information on name, location and schedule of layout to be included in the brochure/book
4. Prepare sample brochure/book and present to council for approval
5. Print number of brochures ordered and deliver to council
6. Have fun

# TRAFFIC COORDINATOR – FRIDAY AND SUNDAY NIGHTS

To successful complete TRAFFIC COORDINATOR - FRIDAY AND SUNDAY NIGHTS YOU SHOULD

1. Direct the traffic so it will stay at an even flow. No one parks the vehicle then goes to their booth. Bring stuff outside, place by door and then go get the vehicle
2. Make sure they do not stay more than 15 minutes at a time so everyone has a chance to leave
3. Do not block the dock totally at any time
4. Have fun. Be safe

# TRAIN RACE

To successfully complete the task of TRAIN RACE you should

1. Be prompt
2. Sign in on the Job Sign-up Sheet at the designated location (roll up door or information table) 15 to 5 minutes before shift starts
3. Take the money to do the race
4. Fascinate the race
5. Make sure nothing is broken
6. Make the race fun. Help the kids have fun
7. The race is run until there is a loser
8. Next paying customer takes the place of the loser. Then a new race begins
9. Have fun

Larry said it is harder to give details about the job description because of the $950 cost, but since I worked for Turner Stone for 20 years, I know who to ask. Operation the train race requires lots of effort in transporting it from my house and back for each show and making sure my grandsons can help me during the shows. I go around the show and “Hustle” potential racers and encourage them to come and race. One of my club members buys block tickets and gives them to kids. Then after the shows, I have to balance the tickets with the cash collected and deposit the proceeds and give Pete the accounting

# WALKIE-TALKIE MAINTENANCE

To successfully complete the task of WALKIE-TALKIE Maintenance you should

1. Gather the walkie talkies up from the users at the end of the train show
2. Remove the batteries
3. Store the walkie talkies in a container in a safe place
4. Get new batteries for the show
5. Make sure they all work properly before bringing to the show
6. At the end of the show remove the batteries and store in a container until the next show
7. This is usually taken care of by The Red River Club
8. Have fun

# WORK ASSIGNMENT TASK/CHART

To successfully complete the task of WORK ASSIGNMENT TASK/CHART you should

1. Be prompt
2. Compile and keep accurate records of clubs past preferred task history - comply with their wishes if possible
3. Study the Work Assignments and know the hours assigned to each task
4. Get each club’s required hours from commitments sheets
5. Prepare spreadsheets showing hour by hour assignments to meet club’s and council’s requirements for each day and show facilities. Current job with current hour
6. Have “Draft” at 2nd monthly meeting before show and “Final” at monthly meeting before show and at show
7. Prepare Sign-in sheets
8. Print off Job assignments sheets for the sign in book.
9. Place in notebook. Give to Show Manager/Assistant Show Manager to have at the roll up doors on Friday or before
10. Have fun

**This is the North Texas Train Council Job Descriptions work in progress. This will be completed and updated before the Fall Train Show 2024. A hard copy will be in a notebook along with the assignment sign in notebook. Copies of this file will be updated and given to the President of the Council, the Vice President and the Secretary on a thumb drive or thru email.**