COUNCIL SHOW TASK DESCRIPTIONS

**East Texas Model Railroad Club**

**17 September 1996**

**Revision “B”**

**10 December 1996**

**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 as needed. The end of the show season reports to the council should eventually allow the instructions and their accrued data to be used by beginners in preparing and operating a train show.

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

Elbert Smith - 17 September 1996, 10 December 1996 and 20 October 1998

North Texas Council of Railroad Clubs would like to thank

The current North Texas Council Board Members

Month 2024

Contents

[ARRANGING CLINICS 5](#_Toc161737430)

[ARRANGING FOR DOOR PRIZES (PRE-SHOW) 6](#_Toc161737431)

[ARRANGING FOR DOOR PRIZES (SHOW DAY) 7](#_Toc161737432)

[ARRANGING FOR SWITCHING LAYOUT 8](#_Toc161737433)

[ASSISTANT SHOW MANAGER 9](#_Toc161737434)

[BADGE CREATION / DEALER PACKETS 10](#_Toc161737435)

[CASH BOX SETUP/CHANGE 11](#_Toc161737436)

[i. Preshow 11](#_Toc161737437)

[ii. During show 11](#_Toc161737438)

[iii. Post show 11](#_Toc161737439)

[CENTER DOOR CONTROL 12](#_Toc161737440)

[i. Pre-show 12](#_Toc161737441)

[ii. During Show 12](#_Toc161737442)

[CONTRACTING WITH DEALERS 13](#_Toc161737443)

[VENDER CHECKIN 14](#_Toc161737444)

[EARLY DOOR ENTRY 15](#_Toc161737445)

[EARLY TICKET SALES 16](#_Toc161737446)

[EXTERIOR SIGN CREATION 17](#_Toc161737447)

[FACILITY LIAISON 18](#_Toc161737448)

[i. Preshow: 18](#_Toc161737449)

[ii. Show Weekend: 18](#_Toc161737450)

[iii. Post Show: 19](#_Toc161737451)

[FLOOR SPACE/ALLOCATION PLAN 20](#_Toc161737452)

[GETTING TICKETS/Wristbands 21](#_Toc161737453)

[INFORMATION TABLE 22](#_Toc161737454)

[INTERIOR SIGN CREATION/SETUP 23](#_Toc161737455)

[LAYOUT TOUR RECRUITMENT 24](#_Toc161737456)

[LAYOUT TOUR SUPPORT 25](#_Toc161737457)

[Webmaster 26](#_Toc161737458)

[PUBLICIST/ADVERTISING 27](#_Toc161737459)

[i. FLYER CREATION/DUPLICATION 27](#_Toc161737460)

[ii. PAID ADS 27](#_Toc161737461)

[iii. EMAIL FLYER DISTRIBUTION 27](#_Toc161737462)

[iv. SOCIAL MEDIA 28](#_Toc161737463)

[SATURDAY NIGHT SECURITY TO CLEAR BUILDING 29](#_Toc161737464)

[SHOW JOB DESCRIPTIONS 30](#_Toc161737465)

[SHOW MANAGER/SHOW MANAGER ASSISTANT – PRIOR TO SHOW OPENINGS 31](#_Toc161737466)

[SHOW MANAGER – FRIDAY/SATURDAY MORNING 32](#_Toc161737467)

[SHOW MANAGER – SATURDAY/SUNDAY DURING THE SHOW 33](#_Toc161737468)

[SHOW SETUP FRIDAY 34](#_Toc161737469)

[SPONSORSHIP SALES 35](#_Toc161737470)

[SURVEY DATA 36](#_Toc161737471)

[SWITCHING CONTEST 37](#_Toc161737472)

[TICKET SALES 38](#_Toc161737473)

[TRAFFIC COORDINATOR – FRIDAY AND SUNDAY NIGHTS 39](#_Toc161737474)

[TRAIN RACE 40](#_Toc161737475)

[WALKIE-TALKIE MAINTENANCE 41](#_Toc161737476)

[WORK ASSIGNMENT TASK/CHART 42](#_Toc161737477)

GENERAL RULES

1. For jobs at the show facility, sign in on the Job Sign-up Sheet at the designated location (usually at the roll up doors or the information table) 5 to 10 minutes **before shift starts**
2. If you are doing several consecutive shifts, sign the book for each shift before starting the first shift.
3. Coordinate with your club leadership to cover shifts you cannot cover
4. Be sure to buy your ticket at the entrance (Remember - we all buy a ticket even if you are working a task - So pay up folks since YOU benefit!)
5. 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
6. 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 the historical ways of doing things which means a one-line comment recorded in the task book could avoid a bad experience next time
7. All Pre-Show tasks need to keep records and receipts to turn into Council for money refund at the next council meeting.
8. Remember, one of the tasks of the Assistant Show Manager is to get the sign-up book signed by the people who are covering tasks scheduled during a show. Clubs cannot receive their full credit if the job assignments are not signed for.
9. Keep enough logs or records so that you can report to the council on your activity after the show. This will help update job descriptions and smooth out procedures
10. 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
11. CURRENT Council representatives must do the Show Manager task as scheduled.

# CLINICS

1. Recruit clinic presenters
2. Make sure proper dates and places
3. Get form from clubs who are to do clinics
4. Find additional clinics if schedule is not full
5. Setup Ideally 6 clinics on Saturday
6. Setup Ideally 4 clinics on Sunday
7. Set clinics to end an hour before the end of show
8. Coordinate with presenters for time slots
9. Create and deliver Letters of Appreciation to presenters
10. On last meeting before each show provide completed list to
11. Sign task
12. Web master
13. Badge maker
14. Give schedule to information table to make announcements

# DOOR PRIZES (PRE-SHOW)

## DOOR PRIZES (PRE-SHOW)

1. Compile and keep accurate record of type, cost, vendor source and donors of prizes used in past
2. Contact hobby shops to get the grand prize or other hourly prizes
3. Arrange for larger items, such as starter sets or items from non-show vendors
4. Give tax receipt for the prize on request
5. Deliver prizes to show facility no later than Friday of show and give to set up manager for storage
6. Provide receipts to treasurer for reimbursement
7. Write and deliver (preferably at show) letter of appreciation to donors
8. Deliver report to council on prize effort and success

## DOOR PRIZES (SHOW DAY)

1. Go to the dealers/vendors to get hourly door prizes. This usually is before the first announcement.
2. Give tax receipt for the prize if requested
3. Update door prize announcement script by adding the people/places that donated the prizes
4. (announcement may include sponsorships, check with council before show)
5. Provide updated scripts to information table for announcements during the open show hours

# SWITCHING LAYOUT

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

# ARRANGING FOR TRAIN RACE

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

## Pre-show

1. Maintain Train Race layout and equipment
2. Set up train race layout on Friday

## After show ends (Sunday)

1. Tear down and remove layout and equipment after show ends
2. Reconcile ticket count and cash on hand
3. Provide to council a report on tickets sold and profit made
4. Provide cash to treasurer
5. Present report at first council meeting after the show

# SHOW MANAGER ASSISTANT

1. 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)
2. Be familiar with jobs in this book
3. Read and understand the Show Manager task description.
4. Check on sign up book completion each hour (you may have to get someone to fill a vacant job - try the club who is supposed to be there first and with the PA System).
5. One of the main tasks is to make sure the person signing the work book, particularly those working the same task more than one hour in public facing, sign all hours at one time.
6. If the assigned club does not sign in for a task, write in the club that did sign in for the task.
7. Assistant show manager is responsible for all announcements. Either doing the announcement or delegate

# BADGE CREATION / DEALER PACKETS

1. Get information from the council as to what the content of the badges is to be
2. 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
3. Find the template for the badge creation
4. Get materials needed to make and complete the badges
5. Print Badges for dealers and a few extra (there will be a charge)
6. Print Badges for last minute dealers/vendors
7. Print Badges for Officers/directors/ Manager/Assistant Manager
8. Create dealer packets and place badges in there
9. Provide dealer packets to Vendor Checkin task Friday morning

# CASH BOX SETUP/CHANGE

This falls under the treasurer’s job

## CASH BOX Preshow

1. Manage credit card reader accounts
2. Preshow make sure credit card readers are changed up and working
3. Train people on using credit card readers
4. There are three physical cash boxes.
5. Roll up door (Sat & Sun) preshow
6. East door during show
7. West door during show
8. A “Till” of change is necessary each time the cash box is put out

## CASH BOX During show

1. Periodically during the show, the east and west door Tils will be replenished. Monitor cash flow to determine timing for replacement of tills,
2. Existing tills will be collected and a fresh till will be given to the cash takers.
3. When the tills are collected, they will be counted and new tills created,
4. Excess bills will be grouped for deposit at the end of the day, usually large bills on Saturday.
5. Except for Sunday afternoon there should be a replacement till for each cash box,
6. Saturday evening all cash except for starting and replacement tills for Sunday morning will be deposited.

## CASH BOX Post show

1. Deliver report to council on show cash and credit card sales.

# DOOR CONTROL

1. 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)

## Pre-show

1. Ensure only dealers with badge may enter.

## During Show

1. Only emergency use is available.
2. All using the door must have either Dealer badge or wrist band to use the door

# CONTRACTING WITH DEALERS

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 vendor announcing the contracts are available on the Council Website (typically in May)
4. Once Contracts are received, build a spreadsheet that contains the number of 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 each council meeting provide the Treasurer the checks that were received and report to the council the number tables sold for each show (Treasurer may provide access for direct deposit)
7. As requested, email an updated Spreadsheet containing all contracts received to each person doing the Floor plan, Treasurer, and President.
8. No less than the 30 days prior to the show, coordinate any table request with the person doing the Floorplan.
9. Answer questions from potential dealers about the show.

# VENDER CHECKIN

1. Work with the Dealers and Layouts to show them their location and boundaries and provide them with information - be prepared to answer questions
2. Do not carry or move dealer’s stock or layout parts (Don't be liable for damage)
3. Check if each vendor has collected their packet.
4. Give packets to each vendor that matches their name/ID
5. Verify if the number of badges and spaces is correct
6. If any issue check with person that did the floor plans
7. If more badges are required, check with the badge person
8. Show them their location on the map and escort them to that location if necessary
9. When Preshow period ends, take leftover packets at the check in at the roll up doors to the information desk. (Move about 5 minutes before show starts)
10. (Note that this task transfers to Assistant Show Manager when show opens.)
11. (Note - vendor is subject to forfeiture if not present one hour before show opens)

# EARLY DOOR ENTRY

Show Manager or EARLY ENTRY CONTROL will control entry before established time

1. Sign in on the Job Sign-up Sheet at the designated location (at the roll up door or the Information Table)
2. Review show procedures with show manager before you start so you know any special rules or situations
3. Stay at or near early entry door and check club members for tickets/wristband, dealer, clinic/tour badges
4. Check to see if they are a vendor/dealer or helper
5. Point them in the direction they need to be going
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. (Note that this task **ENDS** when show opens.)

# EARLY TICKET SALES

1. Sign in on the Job Sign-up Sheet at the designated location (usually at the roll up doors or the Information Table) 10 to 5 minutes before shift start
2. Review show procedures with show manager before you start so you know any special rules or situations
3. Check to see if folks entering are a vendor/dealer or helper
4. Sell them tickets, give correct color of wristband and answer any questions they might have
5. Stay at or near early entry door and sell tickets/wristbands to those who do not have one
6. Be understanding and flexible (If someone shows up with their arms and hands full don’t demand they show you their wristband now - allow them to get some relief and come back with the wristband but do follow up in a reasonable time
7. Show Manager or EARLY ENTRY CONTROL will control entry before established time
8. (Note that this task **ENDS** when show opens.)

# EXTERIOR SIGN CREATION

1. Decide what size and numbers of signs are 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 driving by can see them. This is to let people know where to park their vehicles and enter the building. Place them in the mornings and remove them in the evenings of the show

# FACILITY LIAISON

## Preshow:

Arrange for show dates one year ahead. The Plano Event Center may “pencil in’ dates more than one year ahead assuming that a good relationship with PEC sales and service staff has been maintained.

The Fall show is usually scheduled for the fourth weekend in September. This is usually the same weekend as the opening of the State Fair of Texas. Check with the Plano Balloon Festival to confirm no scheduling conflict given the proximity of the PBF site to the Plano Event Center.

The Winter show is usually scheduled for the third weekend in January. Try to the fullest extent possible to book the venue using the weekends described so to maintain continuity on the calendars of our vendors and member clubs.

Upon receipt of a contract, review the contract to ensure the terms and conditions are as expected.

Present the proposed contract terms to the full council for a vote to approve the signing of the contract. Sign and return the contract to the PEC sales coordinator assuming a vote from the council approving the contract.

Sometime between 8 to 10 weeks before the show, schedule a meeting with PEC staff to discuss expectations such as Food/Beverage menu, condition of property, any special issues.

## Show Weekend:

On the morning of the show set up (Friday) arrive early and meet with the PEC show coordinator to discuss expectations and needs. During the show, convey any show needs to the PEC show coordinator or their designee. As much as possible, ask Council leadership and member clubs to work through you to address issues with PEC staff rather than going direct to PEC staff. This will allow you to maintain the relationship with the PEC staff and ensure that you are aware of any/all issues.

## Post Show:

Send a note to the PEC staff detailing any issues arising during the show. Work with the PEC staff as maybe appropriate to understand both sides of any issue as well as what may be done to avoid the issue in the future.

At all times when interacting with PEC staff, remember that they have rules and procedures to follow. Work to understand those rules and procedures so that you can determine where the PEC staff has flexibility in responding to Council requests and where PEC staff does not have the flexibility to deviate from their rules and procedures.

# FLOOR SPACE/ALLOCATION PLAN

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

# GETTING TICKETS/WRISTBANDS

1. Check with council to determine if next show is using tickets or wristbands
2. Compile and keep accurate records of number of wristbands purchased and used
3. Check records or contact individuals who purchased wristbands last year for number of tickets needed
4. Get two colors of wristbands - one for adults (paid) and the second for children (free with paid adult or in Scout Uniform). Should not be same colors as last show.
5. Deliver wristbands to show facility no later than Friday of show
6. Get permission from council for coupon use and design.
7. Print or distribute coupons as directed by the council.
8. Provide example coupon to treasurer for addition to cashboxes.
9. Deliver report to council on wristbands purchase, dispensing and how they used

# INFORMATION TABLE

1. 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
2. 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 the bathrooms are, - your imagination can not cover the things people will ask
3. Know if any layout is off the tour or has changed hours, etc., so you can pass this information along
4. Have guests fill out survey form for the hourly drawings
5. Keep the area clean and organized
6. Display flyers
7. Deliver report to council on problems encountered during this effort
8. Smile. Be friendly

# INTERIOR SIGN CREATION/SETUP

1. Coordinate with the designated council or club member to create a PowerPoint presentation to be shown on monitors at the Plano Event Center, or build the PowerPoint presentation yourself and then coordinate with the Facility Liaison to get the presentation to PEC staff to be loaded on their computers for display during the show.
2. Obtain the Clinic schedule including topics and presenters’ names.
3. Create a WORD document and have a mounted poster printed.
4. Arrange for a clinic poster to be placed in front of the clinic room and a second poster to be placed on an easel at the Information Table.
5. Create signage for each entry giving guidance to customers as to which line to use for Cash entry and which line to use for Credit Card entry
6. Attach the line signs to the inside glass of the entry doors using Gaffer’s tape only.
7. Create any other signage as appropriate as evolving show needs require

# LAYOUT TOUR RECRUITMENT

1. Compile and keep accurate record of layouts on tours from the past - we might be able to recruit again
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 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. Contact all participating layouts to gather data on their location (request map) and schedule
7. Get a picture of the layout for the Tour Guide, ask if you can take pictures, if the host has none
8. Encourage long hours of operation, especially on Sunday afternoon
9. Prepare sample brochure/book and present to council for approval
10. Pass the brochure to the web master for QR code creation
11. Pass updated tour information to web master as changes are made to brochure
12. Print tour guide with QR code for placement at information table and ticket sales locations.
13. Print paper copy of brochure for information desk reference.

# LAYOUT TOUR SUPPORT

1. 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
2. Answer questions about QR code
3. Keep the area clean and organized
4. Deliver report to council on problems encountered during this effort
5. Smile. Be friendly

# WEBMASTER

1. Manage registration of dfwtrains.com
2. Contract with web hosting service
3. Update web page as needed with updated information
4. Work with publicist to ensure web site is compatible with advertising styles and formatting
5. Store layout tour brochure in location accessible to public
6. Provide QR code to open brochure
7. Create form with layout tour QR code and provide copy to Information table and Publicist team.
8. Web page should contain the following:
9. Information about Fall and January shows
10. Links to map of show location
11. Clinic schedules
12. Sponsor information including links for details of sponsors
13. Copy of layout tour form (with QR code)
14. Current vendor contract
15. Information for Exhibitors
16. Contact information for council officers
17. Links to websites of each council club
18. Links to council social media pages
19. Test all provided links at least twice a year to endure no bad links are presented to the public

Internal to Council club members

1. Schedules of tasks for each show and show day
2. Schedules for each club for each show
3. Other information as directed by the council
4. Arrange for storage and access of council documents

# PUBLICIST/ADVERTISING

Note that sub tasks may be assigned as different tasks or subcontracted out.

## FLYER CREATION/DUPLICATION

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

1. This will be one of the very first tasks which needs to be completed
2. Interface with 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 an 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 copied - DO NOT USE DARK COLORED PAPER
7. Get Council President’s and Show Manager's approval of the art work and details (activities list, coupons, etc.) before printing agreed upon number of flyers
8. Get copies of flyers to Advance Publicity chairman

## PAID ADS

1. Cowcatcher only
2. Keep accurate records
3. Have a discussion with the recipient as to the cost and schedule and get it approved by the council before contracting the ads
4. Have someone else check your advertising copy at least once for accuracy
5. Get the required money from the council treasurer

## EMAIL FLYER DISTRIBUTION

1. Make sure previous attendees get email notification of the show 2 months before the show
2. Do a cover letter if new contact and include the newest flier
3. Anyone can send emails or snail mail to people to invite them. Once emails are sent, is done give list of targets to the person that has SURVEY DATA task. This will keep the data base current
4. Once flyers come back undeliverable remove them from the current list and place in inactive file

## SOCIAL MEDIA

1. Identify a Social Media Consultant who has expertise in marketing via the various social media platforms, Facebook, Instagram, Tic Tok or others.
2. Negotiate the financial arrangement with the consultant and then present to the Council for approval.
3. Work with the Social Media Consultant to develop a marketing plan so that posts are made in a timely fashion leading up to each show.
4. Coordinate with the Consultant so that you are aware of new posts. Then immediately follow each new post and “Boost” the post using council funds to expand the reach of the post.
5. Monitor the expense of “Boosting” social media posts to remain within budget.
6. Facilitate the capture of content from member clubs for use by the Social Media Consultant. Or arrange for the Consultant to attend the show to capture photos and information on member club layouts, vendors, or other activities which the Consultant can use when promoting future shows.
7. Arrange for access to any photos captured by the Consultant in a library owned/controlled by the Council in the event of a change in the outside Consultant.

# SATURDAY NIGHT SECURITY TO CLEAR BUILDING

1. 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
2. Review effort with show manager to find out if any special rules or circumstances are involved
3. The center closes at a specific time
4. 1 hour before closing time of building, ensure all vendors and patrons have left
5. Ensure only venue personal are in the building
6. Be the last one out of the building
7. Make sure doors are locked properly

# SHOW JOB DESCRIPTIONS

1. Edit and maintain this document.
2. Provide any updates to the person doing the Work Assignment Task/CHART
3. Arrange for printed copy of latest version to be available early Friday morning (Start of show)
4. Submit latest version to webmaster one month before show
5. Update after each show

# SHOW MANAGER ASSISTANT – PRIOR TO SHOW OPENINGS

This is Friday before show, and Saturday and Sunday morning before show starts

1. Be friendly (at least civil)
2. Compile and keep accurate record of effort involved in the task
3. Your purpose is to oversee overall preparation for operation during the show
4. Review show procedures with COUNCIL before the show season so you can understand special rules and procedures to cover unusual situations
5. Ensure that next hour tasks are covered and signed in the task book

# SHOW MANAGER – FRIDAY/SATURDAY MORNING

This is Friday before show, and Saturday and Sunday morning before show opens to the public

1. Oversee setup
2. Resolve conflicts with vendors
3. Assist with setup as needed
4. Use floor plan author and venue liaison as resources
5. 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
6. Must be a council representative (current or past in good standing)

# SHOW MANAGER ASSISTANT – SATURDAY/SUNDAY DURING THE SHOW

1. Be friendly (at least civil)
2. Compile and keep accurate record of effort involved in the task
3. Your purpose is to help SHOW MANAGER.
4. Show manager or show manager assistant must be at the information table at all time
5. Ensure that next hour tasks are covered and signed in the task book

# SHOW MANAGER – SATURDAY/SUNDAY DURING THE SHOW

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. Announcements need to be made on PA by current COUNCIL MEMBER using scripts. 1 hour door prize script, sponsors mention in between drawings and donations of prizes
5. 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.
6. Show manager or assistant must be at the information table at all time
7. CURRENT Council representatives must do the Show Manager task

# SHOW SETUP FRIDAY

1. work with setup task team
2. Ensure layout boundaries are marked off on the floor and labeled
3. Ensure tables are arranged per floor plan
4. Put out chairs for dealers 2 per spot, as needed
5. Work with floor plan author and/or center personnel to resolve table placement issues

# SPONSORSHIP SALES

1. Contact potential sponsors.
2. Most of the sponsors are friends and business associates of members of various clubs.
3. When sponsors are committed, collect the checks and contracts
4. Coordinate with treasurer to deposit checks,
5. Request from the sponsor a brief promotion copy, announcement text for the show announcement scripts and images.
6. Send images and promotion copy to publicist team.
7. Send announcement text to door prize (preshow} person for addition to hourly announcement scripts.

# SURVEY DATA

This task is done after each show

1. Get last version of mailing list from web master.
2. Take completed surveys from each show from information table (Usually Sunday after show closes)
3. Place new entries in mailing list for next year’s show
4. Create reports and give to council at next month’s meeting
5. Pass updated mailing list to webmaster for storage for next show.

# SWITCHING CONTEST

1. 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
2. As switching layout operator, you are responsible for explaining to visitors the purpose and operation of the layout during your shift
3. Make sure layout is operating properly and stay with it to help the visitor enjoy their operation
4. Make sure nothing gets broken or walks away

# TICKET SALES

1. Payment may be made by cash, credit or debit card,
2. Training on credit card reader mandatory on first use.
3. If coupons are used for this show, used coupons need to be kept at the ticket table cashbox with notation of number admitted with coupon.
4. Only original coupons are valid, no copies. Cashbox should have example coupon for reference,
5. Give one wristband to payee/non payee (Children, Scouts in uniform and the press are free)
6. Pass wristbands in numerical order
7. Keep bills organized in cashbox. (building replacement tills is easier if bills are organized by denomination)
8. If running short on change or wristbands get with the treasurer
9. If large bills are given for ticket sales call treasurer as soon as possible
10. Money only to be given to the treasurer
11. Run credit card reader or take cash
12. Mention wristbands are good for admission for both days of show. Or for re-entry into the show on same day
13. Note that number of ticker sellers may vary during the day. When you sign in for your task, note if you will have a replacement at the end of your shift.

(Note: a show may use numbered tickets or wristbands to denote paid guests)

# TRAFFIC COORDINATOR – FRIDAY AND SUNDAY NIGHTS

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 door totally at any time
4. Be safe

# TRAIN RACE

1. Sign in on the Job Sign-up Sheet at the designated location (roll up door or information table) 10 to 5 minutes before shift starts
2. Help with the race
3. Make sure nothing is broken
4. Make the race fun. Help the kids have fun
5. The race is run until there is a loser
6. Next paying customer takes the place of the loser. Then a new race begins

# WALKIE-TALKIE MAINTENANCE

1. Get new batteries for the show
2. Make sure they all work properly before bringing to the show
3. Deliver to show Friday morning.
4. Gather the walkie talkies from the users at the end of the show
5. Remove the batteries
6. Store the walkie talkies in a container in a safe place

# WORK ASSIGNMENT TASK/CHART

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

**This is the North Texas Train Council work assignments 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, Vice President and Secretary electronically.**