

The Lambretta Jamboree Planning Guide

This guide is a high-level overview of expectations, requirements and things to consider for hosting a Jamboree. It contains the following sections:

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Jamboree Process

- » Jamboree rotates between 3 regions (West/Middle/East) each year
- » Typically occurs at end of June
- » Planning starts two years in advance
- » Submit formal bid no later than January/February (18/17 months prior to planned event)
- » If 2+ bids per region occur, an online vote will take place in March/April
- » Organizers work closely with established committees to plan activities

Jamboree Guidelines

- » LCUSA Members must be in good standing to be eligible to host
- » Preferred 5+ Local Organizers
- » Jamboree is an event exclusively for vintage Lambrettas
- » Ulterior motives and self-promotion are discouraged
- » Host qualities: responsible, ability to work in teams, time management, spirited
- » All purchases must be approved by the club prior to procurement
- » All activities and funds will be approved by committees



Bid Process

- » Organize and collect ideas into a written document
 - Introduce yourselves and why you want to host the Jamboree
 - What is unique about your area?
 - What kind of riding is in your area?
 - What kind of activities do you have in mind?
 - Have you hosted local rallies previously here?
 - How many local members do you have for support?
 - How many Jamborees have you attended?
- » Submit your proposal to the Executive Board
- » Executive Board will review and may follow up with questions
- » Approved proposals will be shared and may be voted upon by all members
- » If selected, traditionally the proposal is presented in-person at the next Jamboree

Committees

The Jamboree is a large undertaking. The club has the following committees in place to ensure a successful Jamboree:

- » **Executive Board/Steering Committee**– Scheduled meetings will be held to discuss progress, issues and to update project plans
- » **Program Administrators** – Liaisons and seasoned planners provide oversight
- » **Creative Committee**– from promotions to sponsors, this is a busy team of creatives
- » **Operations Liaisons**– Hands-on crew during event plus route planning & trophies
- » **Treasury Committee**– Club treasurer approves and disburses funds
- » **Raffle Scooter Committee**– all things Raffle Scooter and shop liaisons

Raffle Scooter

A big draw to the Jamboree is the Raffle Scooter so it is expected that one is available to raffle. To benefit the club most, the costs of obtaining and touching up the bike should be minimal. There are a few ways this can be done:

- » Preferably a donated bike is best
- » If we need to procure one, the condition is a big factor
 - If in good shape and just needs cosmetic work or mild mechanical work, this is a suitable candidate
 - If in poor condition, and needs a complete restoration, this is not a good candidate
 - If your club has the means to undertake the work necessary to restore, the work should be considered a donation

Group Rides

- » Routes should be well organized with multiple ride leaders wearing safety vests
- » Routes should avoid interstates and tolls
- » If manageable, a longer ride and a shorter ride should be planned
- » Routes should not be too technical, nor should speeds exceed 50 mph. Safety first, group riding is already challenging!
- » Planned gas stops in-route
- » Maps disbursed in both hard copy and electronically in case cell signals are lost or riders get separated from group
- » There should be a pre-ride meeting to discuss safety, ride information and introduce ride leaders



General Activities

- » While not necessary, some early arrivals will appreciate a Thursday night Meet & Greet
- » Friday activities generally include a day ride and a Friday night hang-out
- » Saturday includes the members meeting (preferred at hotel –90 minutes), a main ride, show & shine (preferred at hotel–2 hours) and the main event for dinner/awards/raffle
- » The main event should include a plated meal (could be buffet), beverages, beer/wine/cocktails, and entertainment (DJ's preferred) in a festive environment
- » Sunday usually involves a brunch ride for those who are not headed directly out-of-town

General Area Amenities

- » The area selected should not be completely isolated and have some cell phone service for safety purposes
- » If area is remote, there should be facilities sufficient for large groups including campsites with showers, hotels and restaurants
- » If your area is a seasonal tourist town, please consider the extra stress large groups may have on venues as these will already be crowded
- » Ideally, grocery stores and gas stations should be within 10 miles. Identify all transportation options to nearest city and ways to Jamboree location.
- » The host hotel should have ample parking for cars, scooters and trailers
- » A secondary hotel should be planned, and camping location identified for those interested

Venues

- » Venues should cater to handling large groups on a regular basis (exceptions can be made)
- » Venues should not be extravagant, but reasonable in cost
- » Space should accommodate tables, space for caterer or kitchen, parking, DJ's, center stage for awards and raffle
- » Traditionally Saturday evening is a space outside of the hotel where the formal event occurs and should be in a tasteful atmosphere
- » Tricky balance: You want to impress your guests, but not spend half your budget here

Money/Fees

- » The cost per attendee will greatly depend on the market and the cost of supplies
- » Everyone including volunteers, spouses and children over 7 should be paying for attendance
- » Revenue generated from the Jamboree including admission fees, raffle tickets, or any other income stream belongs to the LCUSA
- » Reimbursements for approved expenses will be disbursed with proper receipts
- » A budget will be created as a joint effort between local crew and committees



Food

- » If the hotel does not provide breakfast, plan on supplying at least one breakfast during the event
- » If your area has a unique specialty or if you want to stick to a theme, these are welcomed ideas
- » Plan on a vegan, or at minimum vegetarian entrees as included in the Saturday meal
- » Kids are picky and you may want to consider something for them

Art

- » All artwork should be made in-house as there are plenty of graphic design minds within the club (exceptions within reason can be made)
- » Marketing and other promotional items should be made well in advance
- » Rally bags at a minimum include stickers, embroidered patch, pin, and promotional items
- » The club will assist in procuring promotional items for the bags
- » Signage needed will be produced by the club
- » The club has preferred vendors for T-shirts and the designs should be derived from the creative committee



Sponsors

Sponsors help support the event in many ways.

- » Local sponsorship is desired, and the club encourages the local organizers to seek out sponsorship in the forms of supplies, materials or prizes
- » The creative committee will also seek out sponsorships and provide items for the rally bags

Trophies

- » The club has a standing list of trophies for the Show & Shine
 - If your club has the ability to create trophies, a proposed design should be submitted to the committees
 - Or the club can produce the trophies if no one locally has the capacity
- » The appreciation awards given to shops, sponsors or persons, will be handled by the club

