

2027 POCI Annual Convention

**Norman, OK
June 20 – 26, 2027**

COPA Teams and Responsibilities

Local Convention CoChairs

- Oversee all chapter activities, through Team Leads, associated with hosting the national POCI Convention
- Coordinate with COPA president and officers (V-P, and Treasurer)
- Coordinate with all team leads and membership
- Liasson with Larry Crider and Art Barrett
- Coordinate with leads and members regarding potential sponsors
- Handle public relations
- Liasson with Embassy Suites and overflow hotels
- Coordinate Convention Logo design
- Coordinate Trophy design and procurement
- Coordinate T-shirt design and purchase
- Host Chapter Welcome
- Coordinate with visitNorman.com and visitOKC.com
- Arrange for Emergency/Medical/Security services
- Assist Teams wherever needed/possible

Hotel Team

- Coordinate with Embassy Suites regarding room assignments for chapter meetings, guest speakers, displays and social events.
- Ensure all rooms have proper signage and schedules posted for all events
- Ensure there are enough rooms for individual chapter meetings and guest speaker presentations.
- Ensure there are sufficient tables, chairs, audio equipment, etc. for each room for each activity
- Assist the registration Team and POCI personnel with the setup of the registration area.
- Oversee setting up of Chapter display area. And provide monitoring
- Setup and monitor Coloring Contest area/table
- Setup and monitor Model Contest area/table(s)
- Assign space for inside vendors beginning **Monday, June 21st**
- No later than **October 1st, 2025**, secure a map/chart depicting the hotel layout for inclusion in the POCI 2027 Convention Activity Packet Guide.
- No later than **October 1st, 2026**, determine room assignments for the various meetings for inclusion in the Convention Activity Package
- Collect tickets at the door for banquets:
 - Thursday **June 24th**, POCI Chapter Night Banquet.
 - Saturday **June 26th**, Awards Banquet
- Assist in securing any additional signs and/or banners for the hotel
- Assist as needed with Welcome Night
- Assist as needed with Chapter Awards Banquet
- Assist with awards presentations at Awards Banquet
- Assist POCI with coloring contest and model car contest.

If you have any questions or concerns, please contact Chris or Dan. If you have any ideas or suggestions as to how to improve these tasks or make things run smoother, please share them with us.

Car Show Team Lead: Jim O.

- **Staffing:** 5-6 people daily.
- Show Field Layout:
 - Determine what part of the parking lot will be reserved for show vehicles.
 - Determine what part of the parking lot will be reserved for trailer parking.
 - Coordinate with Dan/Chris to determine how much space needs to be allotted for each class and car.
 - Determine how much space will be allotted for each vehicle.
 - Mark - with chalk – on the pavement where each class will park. The markings need to be completed by **Sunday, June 19th**.
 - Determine and mark (signage) car wash area.
 - Use traffic cones and yellow tape to establish traffic flows.
 - Use signage to show parking areas for:
 - Popular Vote
 - Points Judged
 - Road Warrior
 - Trailer parking
 - Show entrance
 - Determine and mark outside vendor areas.
- Secure/set up/retrieve class stanchions:
 - There will be a stanchion for each class.
 - Dan will retrieve the stanchions from Tulsa.
 - There will be stickers to affix to each stanchion. They need to be placed on the stanchions prior to being set out.
 - Set stanchions out early (prior to 8:00 AM) on **Monday, June 21st**.
 - All stanchions must be picked up and secured at noon, **Saturday, June 26th**. Stickers then need to be removed from the stations.
- Car wash:
 - Set up and stock car wash area beginning at 8:00 AM, Monday, **June 21th**.
 - Check the wash area several times a day to ensure it is properly stocked.

- Shut down wash area, **Saturday, June 26th** around 9:00 AM.
- Trailer parking:
 - Determine location of trailer parking.
 - Use signage and cones to mark off trailer parking.
- Vendors:
 - Assist outside vendors in locating their assigned setup spots.
- Tech inspection setup:
 - Set up cones and signage as necessary to direct participants to Tech Inspection.
- Photographer:
 - Determine best location close to Tech Inspection.
 - Place appropriate signage.
- Show security:
 - Coordinate with hotel and possible added security to ensure appropriate coverage, especially between sundown and sunup the whole week of the convention.
- Staffing: 5-6 people daily
 - Brief all volunteers on show field layout and traffic patterns/flow.
 - Provide each individual with a map/chart of field layout.
 - Have at least 2 people available to assist with parking on **Saturday, June 19th** to accommodate early arrivals
 - Starting **Sunday, June 20th thru Friday, June 25th**, have 3 or 4 people (more if traffic gets heavy) available to assist in directing participants to their appropriate parking areas.
 - Appropriate staffing needs to be provided daily from 8:00 AM thru 5:00 PM. Have at least 1 individual available in the evenings to assist any late arrivals.
- Other:
 - You will be provided with the stickers for the stanchions.
 - Let Dan/Chris know what signage, how much yellow tape, how many cones will be needed. Provide this by **April 1st, 2027**.

- Secure a map/aerial photo of the Embassy Suites property that depicts the convention layout. We will need this by **October 1st, 2026** for inclusion in the POCI 2027 Convention Activity Packet Guide.
- Police up the show area on Sunday, June 27th.

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Registration Team Lead: Ladonna and Sheryl

- **Staffing.** 5-6 people during hours of registration
- Prior to the opening of registration, collect all the materials that COPA will be providing;
 - Schedules
 - Cruise maps and associated materials
 - T-shirts
 - Dash Plaques
 - Recognition Coins
 - Restaurant listings
 - Tourism information
 - Events schedules
- Obtain bags for attendees - Hagerty/Ames Performance/Home Depot/ wherever they can be obtained.
- Attend a short training session on **Monday, June 21st**, before registration starts. Ramona (Mona) Bergstrom will train you all on the registration sequence.
- On **Monday, June 21st**, assist POCI personnel in setting up Registration area. Hotel Team will also assist in registration area setup.
- Set up and monitor the Banquet Ticket Exchange/Sale board.
- Handle T-shirt/Dash Plaque/Recognition Coins sales once registration has closed. Saturday afternoon **June 26th** and Sunday morning **June 27th**. These will be left over items that we will sell.
- Be prepared to adequately staff registration as follows:
 - **Monday, June 21st**, 4:00 PM to 7:00 PM (Early Bird Registration).
 - **Tuesday, June 22nd**, through **Friday, June 25nd**, 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM.
- Visit with local restaurants and seek arrangements for discounts or coupons for POCI members who show their POCI credentials

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Tour(s) Team

- **Staffing:** At least one “host” for each tour
 - Develop individual self-guided cruises for Norman:
 - James Garner Statute
 - Heisman Row
 - Switzer Center
 - Sam Noble Oklahoma Museum of Natural History
 - Develop an additional driving tour for POCI Members at large.
 - Coordinate with visitNorman.com – Mark Stevens- and POCI Firebird/Trans Am members for Photo Op at James Garner Statute
 - Tours will be conducted **Friday, June 25th**, to begin at about 8:30 AM and planned so as to return no later than 4:30 PM.
 - Design route with specific venues to stop at – not confined to Norman or Oklahoma City.
 - Make appropriate arrangements at selected venues – tours, parking, etc.
 - Select and coordinate with an appropriate restaurant that can handle 50 to 60 people.
 - Arrange for printing of tours specifics
 - Arrange for Line Up location for tour to begin
 - Provide a “Host” for each tour.
 - The tours need to be developed and finalized by **October 1, 2026**, in order that the can be incorporated into the “POCI 2027 Convention Activity Packet Guide”.

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Transportation Team

- Courtesy Vehicles
 - Pick up and return any courtesy vehicles
 - Maintain control of courtesy vehicles
 - Keys
 - Who is driving
 - Parking and securing when not in use
 - Ensure courtesy vehicles are cleaned prior to returning
- Buses for tours
 - Secure quotes for coach tours
 - Coordinate with Road tour team for particulars of coach tours
- Golf Carts
 - Secure the use of two or three golf carts
 - Maintain control of golf carts
 - Keys
 - Who is driving
 - Parking and securing when not in use
- VIP transportation
 - Coordinate with POCI for any VIP transportation needs
- Casino Shuttle
 - Coordinate with Chickasaw Nation point of contact (Justin Yahola?) for information about shuttle
 - Schedule
 - Pickup and drop off points
 - Have a small writeup about the casino and casino shuttle no later than **October 1st, 2026**, for inclusion in the POCI Convention Activity Packet Guide.

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Road Warriors Cruise Team Lead: Mike B.

- **Staffing:** 2 -one “host” (lead), one to follow up.
 - Develop driving tour for Road Warriors Lunch Cruise, **Friday, June 25th, 2027.**

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Minimum Convention Work Schedule (POCI)

Registration: 6-8 each day, will act as helpers for handing out Preregistered participant packets and help sell shirts.

Trailer parking: 2-4 per main lots to control parking till full.

Car show field parking: 3-6 for setup prior to first day and each day to help direct car owners in proper placement.

Seminar speakers & Meetings: 1-2 to verify rooms are setup as needed and exact audio or video equipment is in place.

Chapter display room: 1-2 to setup room with tables as needed.

Swap meet vending: 2-4 for setup to mark off vendor spaces prior to first day and will be needed to help direct and park vendors both inside and outside. All inside vendors will need to be verified with Art or Larry.

Popular Vote Tech Inspection: 3 people all day during tech hours. MUST be trained to avoid Saturday protests. If possible works best if same people everyday.

Worker food and drinks: 4 each day to order, pickup/deliver food and drinks for workers. plus additional helpers for setting up food and room to order.

Trash control: 2-3 each day to setup and control trash cans in convention area.

Points Judge helper: 1 person needed on show day to assist PJ teams with picking up their judging sheets and delivering them to the PJ Chief Judge in office

Shuttle drivers: 2-4 needed each day to drive either vans or golf carts to shuttle people from trailer lots to near by hotels.

Convention floaters: 3-6 each day to assist in anything. Could be running errands for supplies, making signs and placing them, delivering drinks to workers in the field and so forth.

Banquet assistants: 2-4 during both banquets to help load and move awards into proper places and to assist any job that might be needed during banquet hrs. Checking for banquet tickets as they enter.

Tour Guides: 1 needed per tour bus to assist in keeping tour schedule in check and making sure all folks are accounted for, will work with POCI Club office, Art & Larry to help with convention program.

Security manager: working with club members or outside company to handle night security around convention lots.

Photographer: 2-3 helpers needed all day during tech inspection as a runner or helper for the photographer.