

## A Tour Leader's Planning Guide

**The following is a Suggested guideline. If you have any questions, call the Event Coordinator.**

1. Choose the tentative dates of the tour. Send dates and destination to Event Coordinator.

**Note: Goal is to have as many tentative trips listed for the Jan/Feb meetings, BUT impromptu trips and those developed later in the year are more than welcome.**

2. Plot out the tour on a map

- Choose a start time from Orchard Creek Lodge
- Plan for a coffee/potty breaks every 60-90 minutes.
- Plan for lunch break at a restaurant with ample parking for the group

For overnight tours:

- Plan for hotel accommodations
- Plan for dinner
- Plan for breakfast
- Establish a start time from hotel. Option is to guide group back or let them return on their own.
- Plan for potty break every 60-90 minutes
- Plan for lunch break

3. Contact restaurant(s) and hotels to insure availability on the tentative tour dates

- Have hotel set aside appropriate block of rooms (NOTE: If number of rooms are limited, (a) set a limit of participants or (b) split the group between two or more hotels. When blocking rooms, attempt to have a variety of sizes (prices) for those participants desiring inexpensive rooms.
- Make notes of scenic areas of interest on route. Check fees & when they are open.

4. Prepare an email, listing route, reservation needs for restaurants/hotel, and include your own contact email. Send to Event Coordinator who will forward it to all club members. Tour leader will create their own email contact list of interested participants for future distribution of final details.

5. The Tour Leaders / Co-Leaders should preview the trip by actually traveling the route, checking out the restaurants, coffee/potty break areas and hotels. They should prepare a detailed route with mileage, travel times, actual street/intersections. Routes should be detailed enough that participants could catch up to group if for some reason they were delayed. Email to participants & Event Coord.

**Note: Each participant should be responsible for making their own hotel reservations.**

**We recommend that tour leaders do not attempt to collect money from participants.**

6. Tour Leader will continue to inform participants and Event Coordinator of updates.

7. Suggested Actions approx two weeks before tour:

- check roads and confirm any reservations
- prepare final handouts including detail route and participant list with name, cell number, and vehicles.
- identify any guests and arrange for signature of release form. **Form is on website & is Mandatory.**
- collect walkie-talkies from Event Coordinator and charge the night before trip and each night during the

trip.

8. Suggested Actions on day of tour:

- divide cars into groups of 8 and hand out charged walkie/talkies to leaders and last cars.
- distribute hand outs of detail route and participant list.
- gather guest release forms (give to vice president at earliest)
- remind participants:
  - follow at reasonable distance in order to keep "car group" within sight of each other
  - once assigned to a group, please do not change unless both group leaders are informed.

9. After tour, return walkie/talkies to Event Coordinator, forward pictures to Historian, and plan on informally sharing some fun highlights of the tour at the next meeting.