

## Tour Organization Guide

The following is a list of steps that should be taken in order to organize a successful club tour. Some steps only apply to an event where overnight accommodations are required.

1. List the event date(s), including the day.
2. Determine a suitable departure location, preferably one that is on the outskirts of town and in the direction the tour is heading.
3. Select a departure time that gives the participants time to socialize before leaving. Allow at least a half hour before actual departure time.
4. Select a route using secondary and scenic roads where possible as many of the cars may not be suitable for sustained high speed travel. Occasionally, a short distance on a 100 series highway is necessary to get quickly to a preferred route.

### ***IMPORTANT***

The information in steps 1 to 4 should be sent to [Nancy Cleveland](mailto:Nancy.Cleveland) for the Event Schedule in the newsletter and [webmaster@batans.ca](mailto:webmaster@batans.ca) for the web page.

5. If possible, try to print out a route map to be given to participants at the beginning of the tour.
6. Try to schedule 15 minute "pit" stops every 1.5 hours to 2 hours.
7. Allow at least 1.5 hours for lunch, and perhaps more if a restaurant is involved.
8. To make the trip interesting, try to take a different route home if possible. Very often, participants like to travel home on their own in order to visit friends or relatives. Also expect fewer cars on the way back.
9. Ask for a response from members interested in the tour, by a specified date, so as to give you some idea of the number of people that will be participating in the event.

## Overnight Tours

If a tour involves overnight accommodations, it is necessary to contact motels or hotels in the area and ask if they would to block a number of rooms for the club for a certain length of time in order to let members make their own reservations. As we are usually traveling at the height of the tourist season, don't expect to get a "deal" on the room rate but expect to be quoted anywhere from \$75.00 to \$100.00 per night. Drive-up accommodations are preferred for security reasons. Also list a few campgrounds in the area for those who prefer to camp. Be sure to list the preferred accommodations with phone number and give a web site if they have one to allow participants to see where they will be staying.

If ferry reservations are required, give the name of the ferry company with its telephone number and web site where participants can make their reservations.

If the tour is of the week long variety, if possible, be sure to allow for two to three nights at one location and arrange day tours to the various attractions in the area. Make an itinerary of the complete tour listing all the points of interest to be visited along with their web sites.

Within a few days after the tour, please have someone delegated to prepare a short report on the event and send it, together with any digital pictures, to our Newsletter Editor, [Nancy Cleveland](#) and to the [webmaster@batans.ca](mailto:webmaster@batans.ca) for the Club Web Pages.