

## **INWR-PCA TOUR PLANNING TABLE NOTES:**

1. Using Google or Bing Maps, layout out route that provides rest stops every hour to hour and a half.

All rest stops and/or pull off locations need to be large enough to ensure safe parking and safe gathering area(s) for participants.

Identify points of interest along route. Research facts and history about each site, to be shared by you verbally or in print as part of the Tour Packet.

If your Tour involves other Region(s), consider contacting the President(s) for ideas and suggestions to help with planning details (i.e. routes, restaurants, etc.).

Due to the unpredictability of construction and maintenance activities done by local jurisdictions, it is highly recommended staying on state highway routes during construction season (April – September).

For both Single Day and Multi Day Tours recommend limiting total driving time each day to about 4-6 hours. Also need to consider weather; National Parks and Mt Passes - are they open?

2. Choose restaurant facilities that regularly host large groups and have ample room for parking (i.e. golf courses, parks for picnics, ski villages, hotels, etc.).

Contact facility/restaurant to determine availability.

Provide an estimated number of participants for restaurant coordination (typical range 30 to 60 people).

Determine style of meal; order off menu, buffet, etc. (for groups of 15 or more plan on buffet).

Determine method of payment for meal: pre pay, or pay on your own (depends on group size and what the restaurant requires).

3. Check state DOT websites for planned construction on state routes. If considering local roads, contact agency with jurisdiction directly for accurate information.

4. For Single Day Tours a Two Month Look Ahead announcement is typically adequate notice. Along with the narrative overview to the President, request registration be opened and provide the registration deadline and form (Rule of thumb for a Single Day Tour, the date is three weeks before date of Tour to allow for restaurant final arrangements).

Provide info. on meals based on estimated number of participants: Meal style (plated, buffet, etc.); Pre pay specific meals, others pay on your own; Restaurant menus and locations, hyperlinks, etc.

If Pre pay meal and/or other miscellaneous activities apply, define refund policies. Meal refunds are usually determined by the restaurant; however, the Club has authority to establish their own policy in this matter. Same applies to side Tours, museums, etc. in terms of how refunds will be handled.

## **INWR-PCA TOUR PLANNING TABLE NOTES: (Cont.)**

5. Provide Insurance Chair Tour details; estimated number of participants; itinerary, length of Tour, etc. Insurance Chair will forward a copy of the Insurance Certificate to you and the President approximately two weeks prior to the Tour.
6. From April – September, active construction typically occurs. Biggest concern is chip seals. Planning challenge is knowing when and where exactly they are occurring. To get this info, you need to talk to someone that knows the contractor's schedule within the agency responsible for the work (i.e. Project Engineer Office(s)).

This information can be obtained through City, County and State transportation related websites. Diligence is required for this task, but is well worth the effort to ensure happy participants and a successful Tour.

7. Make roster complete with first and last name of each participant; Year, model and color of car; if they are together in one car, or going solo; email address, and phone number where they can be reached.
8. Based on the total number of participants, determine if itinerary needs to be adjusted to accommodate groups (A, B, etc.) for safety and logistic purposes.

From this point forward, work directly from the email roster to communicate final details with participants.

9. Really important at this time to remind participants where the starting location is and what time to meet, etc.

Along with your email, include "INWR Tours - Tour Etiquette and Guidance for Tour Leaders and Drivers" to each participant to set proper expectations for the Tour. Also let participants know if food; coffee/doughnuts/fruit, etc. will be available or to show up with a full stomach.

10. Late Spring/Early Summer Tours (i.e. May & June) - Consider Typical weather; Mt Passes, road conditions (de-icer, sand etc.) Example – Glacier National Park - Going to the Sun Highway can remain closed thru June.

11. Hotel Accommodations:

Make initial contact(s) at least six months in advance of Tour.

You will need to estimate the number of cars that will participate and number of rooms to block. Rule of thumb is approximately one car per room (i.e. Glacier and Banff Tours of 2012 and 2013 – 30 Cars – 60 people; 33 rooms).

Keep in mind the accommodations in the National Parks may still be closed and may already be booked. Booking for these popular facilities can be required a year in advance. Start early on these types of Tours involving these types of facilities.

Many hotels have banquet facilities also. Ideal if you want a group meal; individuals do not have to leave the hotel.

If your Tour involves other Region(s), consider contacting the President(s) for ideas and suggestions to help with planning details.

## **INWR-PCA TOUR PLANNING TABLE NOTES: (Cont.)**

12. For Multiple Day Tours a Four Month Look Ahead announcement is needed to provide adequate notice. Along with the narrative overview to the President, include the following:
- Registration form content, so form can be created and presented in Constant Contact announcement.
  - Request registration be opened at this time, so members can get event on their calendars.
  - Designate a registration deadline (Rule of thumb for a Multiple Day Tour is one month prior to the Tour in order to finalize meal and hotel arrangements, etc.).
  - Provide number of rooms held/blocked; How long the rooms will be held; Rates; Individuals to register themselves; Cancellation policy, hyperlinks, etc.
  - Provide info on meals: Meal style (plated, buffet, etc.); Pre pay specific meals, others pay on your own; Restaurant menus & locations, hyperlinks, etc.
  - For Safety reasons based on destinations (i.e. National Parks, etc.) consider participation limits (i.e. number of cars).
  - If Pre pay meal and/or other miscellaneous activities apply, define refund policies. Meal refunds are usually determined by the restaurant; however, the Club has authority to establish their own policy in this matter. Same applies to side Tours, museums, etc. in terms of how refunds will be handled.
13. The level of detail in the itinerary is different for the Tourmeister /Group Leaders, and the Participants.
- Tourmeister/Group Leaders require specifics on arrival and departure times for each stop and destination along the route; along with detailed maps that help them safely navigate the group through cities, towns and in and out of rendezvous points.
  - Note:** Make sure Group Leaders are as familiar with the details of the route, rest stops and getting to each destination as you are as the Tourmeister - Extremely important to help ensure the safety of each group being lead.
  - Participants don't need to know all the details, so an itinerary that lists the rest stops and destination points along the route; and includes the start time, meal time, and end of Tour time is enough information for people to comfortably follow along.
  - Include in Travel Packets everything a Group Leader or Participant will need to know to make their Tour experience an informed and pleasurable one (i.e. Tourmeister and Group Leader contact list with cell numbers; Maps; Things to do at each overnight location; Restaurant listings; Interesting facts; Itinerary, etc.).

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14. Log into PCA National Website for links to Tour forms/guidelines/insurance waivers, etc.

Once logged on – click on “Forms and Documents” at the left of the screen.

In the Category box select "Waiver Forms", print - In Color - Release & Waiver Form; Including "Waiver for Minor" Form if applicable.

In the Category box select “Event Management”, print Observer Guidelines, Observer Report, and Post Event Form.

In the Category box select “Insurance”, print the Incident Report and Incident Report Guidelines.

### **Notes:**

- Provide a hard copy of the Observers Report Form and guidelines to your selected Observer for reference during the Tour.
- Per PCA Policy - If there is an incident/accident, do not make any comments to anyone regarding the incident, including the media, except that *"there will be a full investigation and any further comment would be inappropriate at this time."* Do not admit to or imply any fault by anyone.
- For more details on all the above refer to the PCA Tour Guidelines; In the Category box select "Event Management" - "Event Guidelines - Tour" or "Region Management" - "Regions Procedures Manual (RPM)".

15. When gathering your emergency services contacts/directory for the Tour, it is of the utmost importance that you, or members of your team, personally verify that the resources you list are open on your Tour date(s) (Weekends likely); or you have numbers where clinics, hospitals, mechanics, towing companies, etc. can be reached outside of regular business hours.

If members from neighboring Regions participate, they are your best resource of local knowledge in case of an emergency; don't hesitate to enlist their help if needed.

Both in the US and Canada; 911 is the number to call in case of a serious medical emergency.

16. It's critical as the Tourmeister you have all the Tour details; Insurance Certification, forms, emergency contact information, contact numbers of your team, etc. readily available at all times during the Tour. Ideally all of the above is contained in a three ring binder with appropriate tabs.