

Table 1 - Single Day Tour

Recommended Timing of Tour Elements	Main Tour Elements Notes adding details to various elements shown in ()				
October	You have an idea in mind for a Tour, along with the date of the Tour.	Develop overview for Board Presentation			
November	Attend Board Meeting and present Tour overview	Board votes to approve proposed Tour at Meeting.	Board puts Tour on Annual Event Calendar for coming year.		
Anytime Following Board Approval	Select others from the Club who will help with the Tour.				
Between Board Approval and three months prior to tour date	Layout initial route design. (1)	Once initial route is laid out, choose meal location; Usually a lunch spot. (2)	Share high-clip info about the Tour at various Club meetings, etc.		
Two and a half months prior to Tour date	Check for planned road construction along proposed route. (3)	Write narrative overview of Tour for "Two Month Look Ahead" Club announcement. (4)	Email overview et al to President for review and formatting into Constant Contact- with registration form included, etc.	President publishes "Two Month Look Ahead" Tour announcement to kick-off Tour Event.	
One Month prior to Tour date	Through Insurance Chair, request Insurance certificate. (5)	Check for active road construction along route with city, county and state engineering contacts. (6)	Finalize route; all details outlined in a point by point itinerary, plus route map(s).	Select your Team to help implement the Tour (i.e. group leaders, sweepers, observer, etc.).	Determine need for radio's and/or who will be bringing them. Determine who will be taking pictures, etc.
Three Weeks prior to Tour date	Registration deadline ends. From Constant Contact registration form, put together a participant roster. (7) Determine if groups need to be designated, etc. (8)	Update restaurant with more accurate number of guests.	Determine location and phone numbers for emergency services; towing, mechanic, hospitals and/or clinics. (15)	Create Emergency Services directory, print, and have with you at all times during the Tour.	Email Tour itinerary & maps to participants (9)
One Week prior to Tour date	Provide final numbers one last time and make arrangements with restaurant.	Print and assemble Tour packets for your Tour Team and each participant; itinerary, maps, contact list, interesting facts about points of interests, etc. (13)	Print out all forms to have on hand at start of Tour: Insurance Waiver (Adult and Minors), incident/accident forms, etc. (14)	Assemble Tourmeister Notebook: Typically a three ring binder with all Tour related info in it. (16)	If possible, pre-run the Tour route on the same day of the week and at the same time of day as the event is to take place.
Day of The Tour	See INWR Tour Etiquette and Guidance for Tour Leaders and Drivers				
Post Tour Requirements	Observers Report completed and submitted to PCA no later than five days following the Tour. Provide copy to President. (14)	Post Tour Event Report completed by the Tourmeister and submitted by President to PCA no later than 10 days following the Tour. (14)	Turn in Insurance Waiver forms to President for 4.5 year retention period by the Club no later than five days following the Tour.	Identify a volunteer to write an article for the Uber Alles.	Coordinate with Webmaster to post Tour photographs on Club website.

INWR-PCA TOUR PLANNING GUIDE

Table 2 - Multi Day Tour

Recommended Timing of Tour Elements	Main Tour Elements Notes adding details to various elements shown in ()				
October	You have an idea in mind for a Tour, along with the dates of the Tour. (10)	Develop overview for Board Presentation.			
November	Attend Board Meeting and present Tour overview.	Board votes to approve proposed Tour at Meeting.	Board puts Tour on Annual Event Calendar for coming year.		
Anytime Following Board Approval	Select others from the Club who will help with the Tour.				
At least Four to Six months prior to the Tour	Layout initial route design. (1)	Once initial route is laid out, choose meal locations (2); and hotel accommodations. (11)	If your Tour involves other Regions, consider contacting neighboring Club Presidents for restaurant, hotel, points of interest ideas, etc. (1, 2, 11)	Share high-clip info about the Tour at various Club meetings, etc.	
Four and a half months prior to Tour date	Check for planned road construction along proposed route. (3)	Write narrative overview of Tour for "Four Month Look Ahead" Club announcement. Include details on meals and hotel accommodations, etc. (12)	Email overview et al to President for review and formatting into Constant Contact- with registration form included, etc.	President publishes "Four Month Look Ahead" announcement to kick-off Tour Event.	Share announcement with neighboring Club Presidents & extend invite as appropriate.
Two and a half to Four Months prior to Tour	Monitor general interest and registration to date, anticipate adjustments in route, stops, meals, hotels, etc.	Provide updates to hotel and restaurants contacts, etc. to keep them current. Check road construction status, if applicable.	Update President with any changes from "Four Month Look Ahead" for the Two Month Look Ahead" Club announcement.	President publishes "Two Month Look Ahead" announcement with updated Tour details, etc.	Continue to update the Club at various meetings and gatherings.
One to Two months prior to Tour date	Continue coordination with other Region contacts as appropriate.	Continue gathering interesting facts of places the Tour will include; side trips, and things participants can do on their free time while on the Tour, etc.	Continue to update the Club at various meetings and gatherings.		
One Month prior to Tour date	Through Insurance Chair, request Insurance certificate. (5)	Registration deadline ends. From Constant Contact registration form, put together a participant roster. (7) Determine if groups need to be designated, etc. (8)	Update restaurant and hotel with more accurate number of guests. Typically hotel arrangements are set at this point.	Select your Team to help implement the Tour (i.e. group leaders, sweepers, observer, etc.).	Determine need for radio's and/or who will be bringing them. Determine who will be taking pictures, etc.
Three Weeks prior to Tour date	Determine location and phone numbers for emergency services; towing, mechanic, hospitals and/or clinics. (15)	Create Emergency Services directory, print, and have with you at all times during the Tour.	Check for active road construction along route with city, county and state engineering contacts. Adjust route as necessary and communicate changes to the President. (6)	Finalize route; all details outlined in a point by point itinerary, plus route map(s). Determine if groups needs to be designated, etc. (8)	Email Tour itinerary & maps to participants. (9)
One Week prior to Tour date	Provide final numbers one last time and make final arrangements with restaurant.	Print and assemble Tour packets for your Tour Team and each participant; itinerary, maps, contact list, interesting facts about points of interests, etc. (13)	Print out all forms to have on hand at start of Tour: Insurance Waiver (Adult and Minors), incident/accident forms, etc. (14)	Assemble Tourmeister Notebook: Typically a three ring binder with all Tour related info in it. (16)	If necessary, contact friends, acquaintances, jurisdictional authorities, etc. for final up to date route information.
Day of the Tour	See INWR Tour Etiquette and Guidance for Tour Leaders and Drivers				
Post Tour Requirements	Observers Report completed and submitted to PCA no later than five days following the Tour. Provide copy to President. (14)	Post Tour Event Report completed by the Tourmeister and submitted by President to PCA no later than 10 days following the Tour. (14)	Turn in Insurance Waiver forms to the President for 4.5 year retention period by the Club no later than five days following the Tour.	Identify a volunteer to write an article for the Uber Alles.	Coordinate with Webmaster to post Tour photographs on Club website.