

# INFORMATION

For

## TOUR LEADERS

### TIPS FOR PLANNING A MODEL A TOUR

**The Best Thing to Remember:** “KEEP THEIR BELLIES FULL AND THEIR BLADDERS EMPTY!”

And, the guys enjoy driving their A's anywhere so include something the ladies will enjoy!! And, **SAFETY FIRST!!**

Check with Board about budgeted money available for the tours. An set amount per day of tour is the general rule. Since we would like for all to be included in whatever is planned, these are suggested ideas for the use of the money:

Fees for Museums (if no admission is charged, MAKE a DONATION from the Club)

Places to see

Activities some might not choose to do because of the cost

For meals you may want to arrange to eat as a group. If the towns don't have lots of fast food places, you may need to make special arrangements for a meal – remember the tax and gratuity!

To use the funds, most anything goes – just not a good idea to give out cash. If you take a trip to check out the tour, turn in your gas receipts for reimbursement. Copies of phone calls and other basic expense receipts can be turned into the Treasurer also. Make sure you give all receipts for the club checks you used and for any \$ you want to be reimbursed for to the Treasurer right after the tour.

**SOME BASICS:** On the average, it takes 3 hours to cover 100 miles. This includes fuel/rest stops and short 'A' stops, but no meals. Time for stops to eat & tour places need to be added to this.

Our favorite **roads** are the paved county roads. OF course, we do have to use the state roads to get places. Since our usual speed is 42- 45 mph, avoid interstates if at all possible. It is dangerous for a group to be on there. After all their work to restore these A's, it is preferable to the guys to stay on paved roads, not the dirt/ gravel ones. It is sometimes necessary to use these to get to a point of interest but not for miles and miles. In your info about the tour, please let folks know if there are any bad roads so they can make the choice to take a different car or whatever.

**Reservations!** You need to put the basic information about the tour in the newsletter as far ahead as you can. This should include: price for members, children, guest adults, & guest children. We usually have members sign-up for a tour at the meeting or call you to get on the list. Always, with this large of a group (there are times it can't be helped) we have cancellations. One year we had so many cancellations it got out of hand. One tour had 10 cars cancel, but 8 others called to make reservations – all in the last few days. Obviously, that makes it hard to plan. We have even had some call to cancel who hadn't signed up! I think folks are doing better with this. You do need to set a cutoff date for reservations. (For some functions there may be no refund after a certain cutoff date due to the fact we have to pay for the number guaranteed. If a family has to cancel and someone else wants to sign up in their place, you then could make a refund of their money.) We suggest you get some cash at sign-up even if

just 1 meal involved and the moneys needed to cover the tour when they sign-up so they will have something invested in the tour. With so many tours to sign-up for, they forget which they've signed up for. Handing out notes with dates, time & place to leave, motel, phone numbers... when they sign-up gives them info in hand.

**SAFETY** is a big concern on all of our tours. This is one of the reasons we split into groups. We can spread the groups out so hopefully it will help the flow of traffic. 5-7 cars in a group is a good size – that way the cb's are in range. If we have the groups 10+ minutes apart, cb's between the groups don't interfere. Small groups tend to help Folks get acquainted – especially if they spend time alongside the road for repairs. After standing in line at restrooms with the same folks all day you have a chance to visit a lot. □ Also, with fewer folks they feel more at ease to chat on the CB as they ride along and make it much easier on the leader to keep track of their group.

FOR MORE on SAFETY – see the “Driving Tips for Touring” page. Please give a copy of that to new folks on your tour.

Call the **motel** and arrange for a block of rooms – then have members call the motel and make their own reservations. Motel will probably give deadline to hold the rooms. Make sure you call the motel by the deadline and check on number of rooms used –cancel what don't need. Might ask if sending list of names/ addresses before the tour would help checkin, hint, hint – easier check-in.

Arranging for **meals** is a big task – even more challenging in the small towns. If they have the space, most restaurants will work with you if given plenty of advance notice. For any group over ~15, make some prior arrangements (with restaurant or local caterer) or you may spend lots of tour time waiting. Buffets are nice. For a restaurant, try to arrange to arrive before or after their busy lunch/dinner hours. IF you are in a town with several fast food places, just tell all a time to be back to specific location and they can eat wherever on their own.

Planning **gas/ potty stops** can also be hard in remote areas. IF at all possible, try to pick an area that has several convenience stores and encourage groups to go to different ones – or try to arrange for groups to leapfrog to different stops.

IF you are going to need **money** for a tour, talk to the Treasurer. There may be some expenses you need cash for before the tour date. If you will need a check for food, donations, fees... along the way, make arrangements with him ahead of time!! I think all the officers are able to sign checks but you need to arrange with any going on the trip and the Treasurer to have the checks with you so you will have the money you need. Make sure you turn in all receipts right after the tour.

### **MORE PLANNING:**

Generally, plan for 25-30 cars/ 60 folks for overnights, and for one day tours, plan for 30-40 cars/ 70-80 folks. Of course, this varies.

We used to carry pop for everyone. Other than the fact it was a full time job to keep it stocked, we quit because we felt we should patronize where we stop. Most everyone carries water and snacks with them BUT if you are going to a remote area, let folks know or make appropriate plans for refreshments.

Our policy for guests has been that they are welcome but they pay whatever expenses the Club will be paying on the tour. You will need to set this amount and good idea to include in the newsletter article.

Plan your weekend/ overnight tours so that everyone will get home by mid-to late afternoon – this gives the guys time to clean up their cars, the ladies to wash... and both relax a bit and be ready for new week.

Lavish packets of tour information are not necessary but an itinerary of tour plans and highlights is helpful. Plans should include the intended route with map or instructions.

MODEL A TOURS ARE GREAT FUN! PLAN WELL SO YOU MAY ENJOY YOUR TOUR ALSO! – THIS GROUP HAS FUN DOING MOST ANYTHING – IT HAS BEEN SAID THAT IT DOESN'T TAKE MUCH TO ENTERTAIN THEM – JUST GETTING TOGETHER AND DRIVING THE A'S IS FUN! REMEMBER TO BE FLEXIBLE AND SMILE!!! AND, **THANKS FOR VOLUNTEERING!**