

## Trip Coordinator Planning Guide

1. If you have visited or heard of a place that you think the group would enjoy, obtain information to tell the club at one of the monthly meetings. Chamber of Commerce and web sites have useful information.
2. The place could be inside or out and usually within two hours driving time of The Villages. Determine if the event is free, or if there is a charge. Ask if there is a senior rate or reduced rate if a certain number of people participate.
3. Discuss at one of the monthly meetings and see if there is enough interest among the members. Have people sign-up if interested. At least 5 cars make the trip a "go". Determine at the meeting what would be a good month for the trip. June & July are good months for indoor activities. The club doesn't meet in August.
4. Coordinate with the location to determine if selected date and time are good.
5. If event requires tickets to be purchased in advance, members need to provide money to trip coordinator.
6. Provide the vice president information on the trip in case you can't attend the monthly meeting prior to the event.
7. Call the location the day before to make sure all is a go.
8. Provide maps to the members and designate a lead car and last car called the "sweep".
9. Take or arrange for pictures to be sent to the Secretary for posting on the web page.