

# SUN CITY LINCOLN HILLS SPORTS CAR GROUP

## A TOUR LEADER'S GUIDE FOR PLANNING AN AWESOME TOUR

1. Choose the tentative date(s) that you wish to conduct your Awesome Tour and pick a Co-Leader.
2. Plot out the tour on a map.
  - Choose a start time from Orchard Creek Lodge (or Kilaga Springs Lodge).
  - Plan for coffee / potty breaks approximately 90 minutes after leaving Lincoln.
  - Plan for a lunch break at an appropriate restaurant with ample parking for the group.
  - Plan for hotel accommodations if the tour is to be an overnigher.
  - Plan for dinner at an appropriate restaurant, preferably at the hotel or close by.
  - Plan for breakfast (if needed), preferably at the hotel or close by.
  - Establish a start time from hotel if tour continues.
  - Plan for potty breaks approximately 90 minutes after leaving hotel.
  - Plan for a lunch break and any other stops if continuing as a group.
  - Plan for gas stops approximately between 200 to 300 mile intervals.
3. Contact restaurant(s) and hotel(s) to ensure availability on the tentative tour date(s). NOTE: If they are not available, choose alternative hotel(s) / restaurant(s) (or change dates).
  - Have the hotel set aside appropriate blocks of rooms. NOTE: If the numbers of rooms available are limited you must: (a) set a limit of participants; (b) split the group between two or more hotels; (c) choose another hotel.
  - When you block rooms for your tour, attempt to have a variety of room sizes and prices. Some participants may desire a more inexpensive room than others. HINT: Auto Clubs have guides that list restaurants, hotels, pricing and telephone numbers for destination areas.
4. Make notes of scenic areas of interest while on route to build interest with members.
5. **AS SOON AS POSSIBLE**, the Tour Leader should notify the Events Chairperson to update our Website and email the above information to all LHSCG Members to establish a list of members interested in your Awesome Tour. Members should have ample time to plan for the tour, including their scheduling and making hotel reservations. NOTE: The above should be preformed preferably by the end of January, or within a reasonable time prior to the tour, for all participants to make proper plans to attend.
6. The Tour Leader / Co-Leader should preview the trip by actually traveling the route, checking out the restaurants, coffee / potty break areas for cleanliness, and suitability of hotels. They should note the mileage / travel times and actual street / intersection signs (do not depend on maps to indicate the actual street sign names). Make sure that the restaurant(s) will be open on the days of your Awesome Tour.

7. After you take a preview tour, compose an exact itinerary of the trip and email it to the Events Chairperson for review. Please refer to "Information/Website Submittals" at LHSportsCars.com for format guidelines. The Events Chairperson will provide any additional advice and submit your final digital copy to the Web-Master to post on the Lincoln Hills Sports Car Group Web-site: **LHsportscars.com**
8. Notify all participants and reference other helpful Web-site(s) when available.
9. Make a list of participant's names, cell numbers, year / make / model and color of the vehicles they will be driving. (Use "**Attendance Sheet**" below and provide this list to all participants on the day of the tour.)
10. Establish a deadline. Send an email that includes the current list of participants to the **entire LHSCG Membership**, and ask for confirmation of the list and others to join if they wish. Include a reminder of the date and time the group will meet and depart from Orchard Creek Lodge (or other gathering area).
11. A few days before your Awesome Tour, contact Cal-Trans to make certain that all roads will be open.
12. On the day of your Awesome Tour, if your group is larger than 8 vehicles, divide it into two or more groups with someone's vehicle leading each group and another person's vehicle assigned as the "Sweeper" of each group. Usually, Leader's lead entire group, Co-leaders are last of the entire group.
13. **Remind everyone that if there is more than one group of cars leaving, that each car should remain with their group at all times! If someone needs to change, they need to inform the Leader and Sweeper of their group that they will change. Also, they must inform the new Leader and Sweeper of the new group they are joining, to verify room within that Group.**
14. If someone is a guest, they must complete a "Guest Release Form" prior to departure and give it to you. Turn in all Forms to the Vice President after returning from your Awesome Tour (retained for 1 yr).

#### **HELPFUL HINTS:**

- **ASAP** advise all LHSCG Members of dates, times, distances, hotels (room costs), restaurants (food costs), wine-tasting (costs), etc., so members can decide if they want to join your Awesome Tour.
- **MAKE** sure all participants are provided with a very accurate itinerary; listing times, names of roads, directions, distances, etc. involved with this Awesome Tour (usually obtained from our Web-site).
- **ALLOW approximately** one hour time frames for coffee / potty stops.
- **VERY IMPORTANT:** Each participant should be responsible for making their own hotel reservations and paying for their lodging, snacks, dinners, wine-tasting, etc. (Ask businesses, especially restaurants, to provide individual checks whenever possible.)
- **IT IS RECOMMENDED:** *That tour leaders do not attempt to collect money from participants.*
- **REMINDE** everyone that they should follow at a safe but reasonably close distance to the car in front of them; and that they advise everyone if they are going to leave the group for any side trips.
- **PLEASE** provide participants an "**Attendance Sheet**" and any information about the tour.
- **A "Check Sheet"** is provided below to assist with your planning, departure, and return.

## A TOUR LEADER'S GUIDE FOR PLANNING AN AWESOME TOUR ATTENDANCE SHEET

**Name of Tour**

**Date:** MM/DD/YY

**Departure Time:** HH:MM AM

**Departure Location:** Orchard Creek Lodge (or Kilaga Springs Lodge)

	Name	No.	Cell Phone #	Car Information
1	Leader: Name plus rider + Last Name	2	(916) 408-XXXX	Year / Make / Model / Color
2	Co leader: Name plus rider + Last Name	2		
3		2		
4		2		
5		2		
6		2		
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31		2		
32		2		
33		2		

This is a sample Tour Attendance Sheet. For an editable Tour Attendance Sheet, go to [LHSportsCars.com](http://LHSportsCars.com) and select the "Information" tab, then select "Tour Attendance Sheet".

Download the Tour Attendance Sheet to your computer and open in your favorite word processor or open it directly from the web page.

If it opens as a "Read Only file", save it under a new name and reopen it. It isn't protected, that is just a Microsoft idiosyncrasy.

## A TOUR LEADER'S GUIDE FOR PLANNING AN AWESOME TOUR CHECK SHEET

	<b>Determine Awesome Tour and Time Frame: 1 Day, 1 Night or More, Miles Involved, Etc.</b>
	<b>Pick Co-Leader</b>
	<b>Test Drive Route &amp; Record: Roads, Distances, Rest Stops, Restaurant(s), &amp; Hotel(s) if needed</b>
	<b>If Hotel(s) are Required: Block Rooms with Different Prices (Know Max. Rooms Available)</b>
	<b>If Restaurant(s) are Required: Secure Eating Area &amp; Food Choices (Know Max. Seating + \$)</b>
	<b>If Awesome Tour Acceptable: Notify Events Chairperson: Distances, Timeframes, &amp; Details</b>
	<b>Follow-up that Your Awesome Tour is Sent to All LHSCG Members via the Events Chairperson and That All Your Details are Provided On Our Web-site: LHsportscars.com</b>
	<b>Build List of All LHSCG Members Attending This Awesome Tour - Use "Attendance Sheet"</b>
	<b>Inform All LHSCG Members of Awesome Tour Participants and Established Deadlines</b>
	<b>Provide the Events Chairman Updated Itinerary and Details to be Placed on Our Web-site</b>
	<b>Provide All LHSCG Member Participants with Updated Itinerary and Details</b>
	<b>A Few Days Prior to Departure, Verify All Road Conditions - Contact Cal-Trans or Other</b>
	<b>A Few Days Prior to Departure, Confirm Participants Attendance (If Cancellations do Occur and You Have a Waiting List – Notify Members on Waiting List if They Want to Participate)</b>
	<b>Correct Your Attendance Sheet(s) and Inform Restaurant(s) and Hotel(s) of Totals</b>
	<b>A Few Days Prior to Departure, Obtain Walkie Talkies from the Events Chairperson</b>
	<b>Inform All Members if They Have a Guest Attending this Event - A "Guest Release Form" Must Be Signed and Provided for Each Particular Guest to Attend this Awesome Tour</b>
	<b>Determine If You Will Have Enough Cars to Make Two or More Groups to Follow Along</b>
	<b>Charge the Walkie Talkies the Night Before Departure</b>
	<b>On Day of Departure (D-Day): Pack All Walkie Talkies w/Chargers</b>
	<b>D-Day: Arrive Early and Establish Groups with Leaders and Sweeps if needed</b>
	<b>D-Day: Assign Walkie Talkies - Remember Who You Give the Walkie Talkies to</b>
	<b>D-Day: Provide Detailed Itinerary if Participants Forget to Print from Web-site - Optional</b>
	<b>D-Day: You May Provide Additional Materials to Participants About This Tour - Optional</b>
	<b>D-Day: Collect "Guest Release Forms" from Any Guest Attending This Awesome Tour (Have Extra "Guest Release Forms" Available for Guests Forgetting to Bring One Along)</b>
	<b>D-Day: Provide a Copy of the "Attendance Sheet" to All Participants on this Awesome Tour</b>
	<b>D-Day: Assign Someone (Or More?) to Take Pictures. All Pictures to be Forwarded to Our Historian. Historian Selects Pictures to be Posted on Web-site - You May Make Suggestions</b>
	<b>Upon Returning, Collect All Walkie Talkies and Chargers to Return to Events Chairman</b>
	<b>Upon Returning, Turn in All "Guest Release Form(s)" to Vice President (for 1 Yr Retention)</b>
	<b>Upon Returning, Ensure Historian Receives Memory Photos of Awesome Tour for Posting</b>
	<b>Prepare to Give a Talk About Your Awesome Tour at Our Next LHSCG Meeting</b>