

Mid-Atlantic Tour Guidelines

1. The Tour Location

Tours are built around key places you want the group to visit. This could include vintage car collections, museums, restoration facilities, and other places not necessarily hobby related. The tour should include a variety of places that meet the interests of all members of the household. Consideration should be given to walking distances and stairs.

2. Select tour dates

Mid-Atlantic tours should not interfere with National VMCCA Tours or Hershey. Most tours are three days long. Some people arrive a day early and others stay a day later.

3. Lodging

Negotiations are key to getting what you need for the tour. **Do not guarantee a specific number of rooms.** Items to consider are: a block of rooms large enough to accommodate the expected group (including the day before and the day after the official tour), handicap accessibility ground floor rooms) and existence of an elevator, reasonable rates, breakfast included in the room rate if a complimentary one is not provided, a free hospitality room (preferably a conference room that can also be used for the meeting), trailer parking (if not available at the hotel then somewhere close by). Be sure to check about hotel regulations concerning bringing in snacks for the hospitality room. If banquet facilities are available and you plan to use them, negotiate the meal selection price for an estimated number. **Do not guarantee a minimum number or dollar amount to be spent.** A count for the number of meals needed will be due to the facility approximately one week prior to the tour's beginning.

4. Choose venues and attractions.

You will want something that will appeal to each visitor sometime during the tour. Some things to consider are scenic drives, National and State Parks, vintage car collections, museums, restoration

facilities, factory tours, personal collections and historical locations. You will know what is of interest in the area you have chosen. **If there is a maximum number of cars/individuals that venues/locations can accommodate safely or comfortably – that should be set as the tour maximum.** Remember if you have too many people for a venue that you can divide into groups and visit more than one venue at a given time and then reverse the groups so that everyone visits all venues.

5. Plan your daily routes.

Suggest a starting time. Depending on the distance between venues and the time to enjoy each, you may have only one or two places of interest in the morning or in the afternoon. (If you divided into groups at any time, be sure to clearly mark the different routes.) Remember to note areas for restroom breaks in the directions (the morning one might be a coffee stop). Consider the age of the cars on the tour and limit the daily miles driven accordingly (50-80). Remember to allow time for lunch. It can be a group lunch you have planned or lunch on your own. (Your route planning must include places to eat at lunch time.) Allow some relax time so people have time to visit with each other. **Once the tour is laid out, have different people run the routes to test the directions before they are printed.**

6. Meals

Often there is an opening banquet or get together. At this time an overview of the tour can be given, corrections or changes can be shared, and questions can be answered. During the tour you might arrange to have the group share a sit-down lunch, be at a destination where they can purchase lunch on their own or provide a box lunch. A final banquet or group meal is necessary so the required club meeting can be held. The cost for each meal except the “on your own” is negotiated and included in the tour cost (taxes and gratuities included). If there are menu choices, they are

included on the registration form. Remember to find out the date your meal count is due.

7. Create your budget

When you create your budget, there are a multitude of things to include: group meals and banquet (taxes & gratuities included), coffee stops, venue admissions, donations, hospitality room supplies (paper products, snacks, drinks), photographs (if taken), name tags, dash plaques (optional), tour book, office supplies and stamps, and tour bag if needed.

When you are figuring the cost per person (driver or passenger) for your registration, each pays their own way (meals, hospitality room, admissions, donations, name tag, etc.). The cost of the tour book, tour bag, and dash plaque are added to the driver's cost. Your estimated cost for things such as office supplies are divided equally among the number of anticipated participants. **Round all figures up to even dollar amounts.** Add an additional 10% to each total to cover unforeseen costs.

8. Prepare your registration form. It must include the standard owner/driver release form (insurance).

Examples of registration forms are included as well as the owner/driver release form. Ask if cell numbers can be published? The registration deadline is generally 30 days before the tour. Set and publish a cancellation date as well. All checks are made payable to **Mid-Atlantic Region VMCCA**. All receipts and disbursements must pass through the Mid-Atlantic Treasurer. **Do not open a separate bank account for the tour.** All drivers must be members of National VMCCA to participate on the tour. Include a space on the registration form with the cost of \$37 for those that need to join National. Registration forms are distributed in the Wheels "A" Rolling, or by a special email (snail mail for those without email), and on our website. Once registrations are received by the registrar, acknowledge to the participant that they are on the tour or on a waiting list if you have one. Send a list of participants to Mid-

Atlantic's membership chairperson so each name can be verified with National.

9. Tour Book

A good tour book is essential for the tour. Directions must be simple, clear and accurate. Include mileage increments for each direction along with the running total of miles. Have someone run the directions before you go to print! Maps of the routes can be included. Phone numbers for AAA or another towing company, local medical facilities, auto parts stores, and tour directors should be in an easily accessible place. A list of participants' names, hometown, car being driven, and cell number (if okay with participant) are often given. The Mid-Atlantic Director will often write a "welcome letter" to be included. A list of local restaurants and gas stations are helpful.

10. Hospitality Room

This room is the gathering place for people to visit and to snack. Hopefully it is large enough to seat all those on the tour. Money from the registration fee is used to purchase paper products, snacks, and drinks. Check to see if there are supplies left over from the previous tour that you can use. Ask those coming to bring "goodies" to share. This will help with the expenses. Set the times the hospitality room will be open. It is usually open in the morning so people can get water to take along for the day. If there is no coffee stop, some may take a snack with them. It is open in the evenings for visiting but set a closing time. Ask others to help you man the room so that you don't have to always be there (go out to dinner).

11. Business Meeting

Mid-Atlantic's Bylaws require that a meeting be held while on the tour. This is most often held at the final banquet but could be held at another group get-together on the tour (luncheon). Check with the Director to help you decide. You may need to secure a mic and a podium from the facility.

12. Proof of Club Insurance

If a venue or facility requests or requires proof of the Club's Insurance, contact the Director. He/she will make arrangements with National to receive the verification for you.

13. Tour Director's Expenses

There is a monetary amount given to the tour director (after the tour) to help offset his/her expenses in planning the tour (gas, tolls, etc.)

14. Additional Information

Contact someone who has done a tour to be your mentor if the Director has not given you a name. Any club member will be willing to help. Name tags should be in **large** print. Request participants bring their own name tag holder or lanyard to help save on expenses. Ask for donations of "goodies" for the hospitality room. Ask for help in locating vendors if needed (dash plaques, etc.). Be sure you know the date and to whom the people count is due for each group meal, attraction, or venue.