

Mid-Atlantic Tour Guidelines

Overview of how to get started

1. Select a tour location.
 - a. Tours are built around places you want the group to visit. It should include a variety of stops to meet the interest of all.
 - b. Consideration should be given to walking distances and stairs.
2. Select tour dates.
 - a. Dates cannot conflict with National VMCCA Tours or Hershey.
 - b. Most tours are 3 days. Some individuals arrive a day earlier and some stay a day longer.
3. Secure lodging.
 - a. Reasonable rates, breakfast included, elevator or ground floor rooms, free hospitality room, meeting room, and trailer parking must be considerations.
4. Choose attractions, and venues to be attended.
5. Plan your daily routes.
 - a. Keep in mind bathroom breaks, and coffee stops (not mandatory).
6. Meals
 - a. Most tours have a final banquet that includes a meeting. Some also include an opening meal or get together.
 - b. Lunches can be on your own, a box lunch, or a group lunch together.
 - c. Dinners can be on your own or a group meal.
7. Create your budget.
 - a. Include admissions, printing of tour book, dash plaques, hospitality room, etc.
8. Prepare your registration form.
 - a. It must include the standard release form.
9. Compile your Tour Book.
10. Hospitality Room

11. Business Meeting
 - a. Work with the Director
12. Proof of Insurance
 - a. Check with Director if proof of club insurance is requested
13. Tour Director's Expenses
 - a. Some monetary compensation is given.
14. Additional Information
 - a. Work with a mentor if this is your first tour.
 - b. Use large print for the name tags.
 - c. Save expenses on name tag holders or lanyards.
 - d. Request "goodies" for the hospitality room.
 - e. Request help locating vendors (dash plaques, etc.) if needed.
 - f. Know dates that people counts are due for meals, venues, etc.