

# Florida Region HCCA Tour setup checklist

By Steve Cook

This is a quick checklist to assist a person who is running a tour specifically for our region. A general guide for organizing a car tour is available on our website at [www.hccaf.org](http://www.hccaf.org)

I assume you have volunteered to run a tour for our group or are at least contemplating doing so. In either case, thank you for your support of the club. The effort to put a tour together is not trivial and many shy away from stepping up to the task. You are to be complemented, just for reading this.

1. Florida region tours are organized to start on a Thursday evening for getting re-acquainted, socializing and distributing tour packets, have a Friday tour, a Saturday tour, and a short activity on Sunday so that folks have time to return home that evening.
2. Participation can vary. In the past there have been tours with as few as approximately 20 cars and 50 people. Currently the norm is roughly 30 cars and 75 people. These numbers are trending up.
3. When making arrangements for lodging you must consider that almost all cars come in trailers that will need their own parking.
4. Don't forget to secure a location for a "Hospitality" area within our host hotel where participants can congregate.
5. You will have a registration fee that has been pre-set @ \$20 per car. This amount goes directly to the tour organizer to defray costs associated with organizing the tour (and creating the tour packages). Any costs incurred during the tour, such as meals, tickets etc. should be offered as an option in the registration form for participants to sign up for should they choose to. Any additional setup costs must be approved by the club before incurring them.
6. Providing tour banners can be a hefty expense and they are not mandated for any tour.
7. Most of our members have permanent name badges. This was done so it would not be necessary to provide pre-printed badges for everyone on every tour. Provision for impromptu badges for non-members or those who did not bring their badge would be a nice option. These need not be fancy and can be hand written when a person picks up their tour packet.
8. At some point during either the Friday or Saturday tour, or at the hotel in the evening, you need to arrange a time and location for the club to conduct a business meeting. These rarely exceed ½ hour and are typically done during a group lunch. Included at this time is a recording of who is there and what vehicle they are driving.
9. You will need to create a tour booklet for the participants, paid for by the proceeds from the registration. This must include all tour routings for each day and a brief description of the daily itinerary. A plus is to include a list of participants and their vehicles.
10. Per our club bylaws, all participating vehicles MUST be 1927 or older. There can be no exception to this restriction. If you cannot bring a car that conforms to these rules, member may attend and ride with someone else.
11. We do not provide for the inclusion of a "trouble truck" on our tours.
12. As a reward for organizing a tour, your club membership dues will automatically be extended for a period of two years. (As if that wasn't enough, you will also gain the appreciation and admiration of all who attended!)

*I would urge you to read the associated treatise on general guidelines on running a tour to help you on such things as tour length, how to record a tour, how to test your routing, etc.*