

Multi-day Tour Handbook

by Skip Carpenter & Don Rising

These pages will take you through a quick course on organizing and running an antique car tour of several days. See Appendix A in the back for more details on each section, with helpful hints and pitfalls to avoid. Appendix B contains a sample budget, registration form and tour description.

A. Getting Started

1. Pick a general geographic location for your tour. It can be near your home or in an area you like to visit, an area you have toured before, or perhaps someplace you have always wanted to visit.
2. Decide what kind of tour it will be (1&2 cylinder, big car, etc.) and the size (number of cars). Don't make your first tour a progressive tour. Stay in the same hotel every night.
3. Make a list of possible lodging in the tour area. Phone books (printed & internet) can be helpful, AAA doesn't list everything, but travel agents have big books that give number of rooms, room rates, and more.
4. Identify potential "destinations" for each day of touring. Destinations might be museums, interesting villages, and historic or scenic areas of interest to both the ladies and the men.
5. From your lodging list, select a few hotels within touring distance of your destinations and with enough rooms for your tour.
6. Pick some possible dates for your tour, preferably at least a year away. Avoid date conflicts with other major tours.

B. Selecting a Hotel

1. Visit several hotels. If your tour area is a considerable distance from home, make an appointment first with the hotel sales office, preferably with the sales manager. If local, see what sort of reception you get by walking in cold. Check the parking lot first for size and trailer maneuvering room.
2. Explain that you need 50 rooms for 100 people for 5 nights (or whatever your numbers are), and some group meals. If you don't get their attention, go someplace else. You are looking for a hotel that welcomes your business.
3. The sales person should show you the restaurant, banquet room(s), possible hospitality space, and some guest rooms. Discuss available dates and room rate, but don't make a commitment yet.
4. Consider the facilities, guest rooms, parking and tour road access of the several hotels you have visited, and especially how you were received at each. If one or more satisfies you, make an appointment to discuss the details.

C. Negotiating with the Hotel

1. Armed with your optimistic guesses for number of guests and number of rooms needed, sit down with the hotel sales manager to discuss room rates. Confirm that they have enough rooms available on your tour dates. Negotiate for a rate within the budget of your anticipated tourists.
2. Ask about function rooms and banquet space. Will they give you a hospitality room for the length of the tour? If you plan to have evening entertainment, do they charge for the room and equipment?
3. Ask about complimentary rooms for your committee during the tour. Hotels are used to giving comp rooms to tour bus drivers and guides, roughly one comp per 25 rooms sold.
4. Ask whether breakfast can be included in the room rate for a reasonable charge. Try to get all prices inclusive of tax and gratuities.
5. Will the hotel allow use of a few motor homes in their parking lot? If not, you'll have to find a place nearby that will take them.
6. Once you have selected a hotel, ask the hotel to hold the rooms for you. They usually will hold the rooms until a month before your scheduled arrival. Tell them that your tourists will make their own reservations for those rooms by saying that they are part of the ABZ tour. Get all the arrangements confirmed in writing. If the hotel needs a deposit, they will tell you. Do not guarantee to fill a certain number of rooms.

D. Establishing a Budget

1. A budget is essential. If you are going to put many hours into preparing for your tour, you won't want to pick up the costs of any over-runs. We recommend that you budget (and charge for) meals separately.
2. Some of your costs will be fixed and some variable (i.e. that vary with the number of cars). Prepare your budget with columns for the minimum and the maximum number of cars that you expect so that you can see the effect of your fixed and variable costs. Plan on two people per car if that is typical in your area. See the sample tour budget in Appendix B.
3. Total your costs and divide by the number of cars to get an estimated tour fee. Also calculate the incremental tour cost of children and additional adult passengers.
4. Decide whether the basic tour fee will be for car + driver, or car + driver and one passenger. For the latter, increase the estimated tour fee (from paragraph 3) to a \$5 step for ease in handling registrations. If the tour fee covers car + driver only, deduct the rounded-up passenger cost from the estimated tour fee, then round that result up to a \$5 step to determine the tour fee.
5. Decide how many cars your budget will be based upon. If necessary, refigure the budget for that number. We recommend that you use the minimum number of cars that you expect.
6. Your estimated tour income now consists of the basic tour fee times the number of cars, plus the fee for children and additional passengers times the estimated number of each. Check to be sure that the estimated income exceeds the budgeted costs.

E. Laying Out the Tours

1. From your list of potential “destinations”, choose one for each day of touring.
2. At your table and using your maps and local knowledge, rough out a tour route from the hotel to the destination and back. Online resources such as Google Earth can be useful here.
3. Drive the route noting road conditions, traffic, safety concerns and alternate roads. If you don’t like a road, find a better one. Look for possible mini-destinations. Stop at your destination(s) to confirm hours (and days) of operation, and get the name and phone number of a contact person there.
4. Once you think you have an acceptable route, drive it again, recording the route directions but not mileage. Stay flexible, change the route wherever appropriate. If turns (i.e. directions) are far apart, look for some landmark shortly before the turn. Assume that no one has an odometer.
5. When you are satisfied with your route, drive it again using the route directions you recorded above. Zero your odometer at the start, and record the trip mileage at each direction.
6. When you have all your tours laid out, decide what day you will run each tour.
7. Arrange for group admission at your stops. Ask whether they need an approximate head count, and when.
8. Put your tour directions in final form. Make the directions clear and consistent. Use route or road names if the signs are there. If you turn at the white barn, is it the first or second white barn on that road?
9. Have someone unfamiliar with your tour use your directions to drive the tour in a modern vehicle, but without using the odometer to find the turns.

F. Meals

1. Do not include meals as part of the tour package. Let people sign up and pay for only the meals they want.
2. For a 4-6 day tour, have at least an opening banquet (or breakfast) and a closing banquet.
3. Arrange catered or box lunches for days when a tour has no suitable restaurants.
4. Work with the hotel, restaurant or caterer to pick the menu.
5. Get a net price in writing for meals, including tax and tip and any extras.
6. Find out when the hotel or caterer needs the final count for the meal.
7. Set the times for the meal.
8. Send out to each registrant a meal announcement and reservation form with details on each meal including price for adults and children. Include any other optional events on this form.

G. Publicity

1. Once you set the dates of your tour, get it listed in the events section of the Horseless Carriage Gazette and on the HCCA website.
2. Submit ad copy to the Gazette. Make the ad informative so people will want to come on your

tour. Use the space wisely.

3. Create a mailing list for your tour announcement.
4. Arrange a place to have the cars on public display sometime during the tour.
5. Get contact information for local newspapers and TV stations, and prepare a press release to inform the area residents that horseless carriages are coming, with a photo or two. Chambers of Commerce can be very helpful.

H. Tour Committee

1. Your job will be easier if you can get others to help, especially just before and during the tour. Important areas include registration, trailer parking, meals, tour checking and hospitality.

I. Registration

1. Make a registration form to send to people interested in signing up for your tour.
2. Set up way of recording data from the registration forms.
3. When the forms come back, enter the data into your computer or onto your file cards.
4. Keep the originals of the forms in a loose-leaf binder.
5. Send some acknowledgment to the registrants so they know they are on the tour.
6. Keep the meal reservation forms with the tour registration forms.
7. Several days before the tour begins, make copies of all the forms and put them in a loose-leaf notebook in alphabetical order by registrant. Mark the tour number, if any, on the forms. Flag any forms where you owe or are owed money.
8. At the tour itself, have registration in the hotel lobby if there is room.
9. Have tour packets arranged alphabetically or by tour number.
10. Have your meal and admission counts available. Have extra tickets available also.

J. Tour Book

1. Organize your tour directions into a tour book. It can be printed double-sided, but always start the next day's tour on the right-hand page.
2. At the beginning of each day's directions, include a summary of the day's activities.
3. Include a list of tourists and their cars.
4. Add a distinctive cover to the book.
5. Have a welcoming page with important information.

K. Tour Packet

1. Prepare a tour packet for each registered car. The packet should contain the tour book, meal and

admission tickets, name badges, brochures from the various tour stops, a local and/or state highway map and any other useful information.

2. Prepare the tour packets several days before the tour.

L. Entertainment

1. You don't have to keep your tourists busy all the time, especially on your first tour. Keep it simple, such as an ice cream social on the first or second afternoon of the tour.

2. Let the tourists provide some of the entertainment, with a fashion show, for example.

3. Avoid having entertainment only for the men.

M. Hospitality

1. Your hospitality room will get a lot of traffic. Keep it supplied with soda, fruit drinks, water, chips, pretzels, nuts or whatever else you wish. Have tables and chairs for your tourists.

2. Have tubs, insulated chests or other containers for cooling beverages. Arrange with the hotel to get ice every day.

3. Have the room open on arrival day. Open the room in the afternoon after each tour, and in the evening. Be sure people know where it is.

4. Use the room as a library for supplemental tour information, local restaurant menus, notices and maps.

5. Neaten the room each morning, and check it in the early evening.

N. Parking

1. Have a plan for how the trailers will be parked. Will they all be used as garages?

2. Can rigs with trailers fit under the hotel portico?

3. Watch out for the weather.

O. Loose Ends (misc.)

1. Will you have a trouble trailer?

2. Are you going to have a tour shirt or cap?

Tour Calendar (T = Tour Arrival Day)

T-14 months: Pick a tour area, begin search for hotel.

T-12 months: Negotiations completed with hotel, possible destinations selected.

T-10 months: Drive each tour route at least once to check suitability, destinations.

T-8 months: Have final routes for tours, select day for each

T-6 months: Arrangements completed with destinations, caterers.

T-5 months: Send out tour information and registration forms.

T-2 months: Send out meal reservation forms.

T-1 month: Deadline for meal reservations, finish tour checking

T-4 weeks: Tour book ready for printing.

T-2 weeks: Call restaurants, caterers, destinations to confirm arrangements. Send press releases.

T-1 week: Finish assembling tour packets, call restaurants, etc. with counts

T-4 days: Assemble registration form binders

T-2 days: Take a deep breath

T-1 day: Arrive at hotel to get set up, greet (and park) early arrivals.

T = 0: Thrill to the sight of all the trailers arriving, and the shiny cars rolling out of them. Greet your guests. Cope with the few problems that arise - there's always something.

T+1 day: Enjoy the first day of touring. Don't worry about the few people who get lost; not everyone can read.

T+2 days: Begin to relax. You have been able to handle any little problems, and your tourists are enjoying the tour.

T+? days: Last day of the tour. Receive congratulations. You have earned them.

Appendix A

Letters and numbers correspond to the paragraphs in the body of the handbook.

A. Getting Started

1. When choosing the general location for your tour, try to avoid the very busy built-up areas, places with only a few roads (they get all the traffic or may force you to take the same road every day). Use state highway maps, or better yet, the detailed atlases such as the ones published for each state by DeLorme.
2. Keep your first tour easy on yourself. Start with a 25-50 car hub tour. You will need a few extra rooms for passengers but will lose some rooms to motor homes.
3. Get as much information as you can about the hotels before you visit them so you can eliminate the ones with too few rooms, far too many rooms, way overpriced, in the middle of a big city, etc. Do *Try not to* not split the tour into two hotels, even if they are next door to one another.
4. Use state tourist bureau maps, area and local chamber of commerce sources, and web searches under the various categories. Ask about unlisted treasures such as private collections and local historical society museums.
5. The destinations should be within about a two hour drive in the “average” antique car on your tour (four hour round trip).
6. An early start (a year or more ahead) makes the tour planning easier. Most hotels do not book more than a year ahead but usually are willing to block (set aside) rooms for a tour. Large blocks of rooms are easier to get off-season or at either end of the busy season.

B. Selecting a Hotel

1. We usually get the best treatment where the tour takes 60-95% of the rooms at the hotel. Hotels often keep a few rooms aside for regular guests and business customers.
2. Sales people often get interested once they realize what will be in their parking lot. Show them a copy of *The Horseless Carriage Gazette* or a photo of your car.
3. The guest rooms, hallways and public areas should be neat and clean. You are choosing a home for several days for a lot of people. You probably will be having breakfasts and two or more tour dinners here. If the hotel does not have a restaurant, there should be one next door and preferably two others within easy walking distance.
4. Trailer parking takes a lot of space, 4-5 regular spaces per rig plus maneuvering room. Islands in the parking area are a big impediment to efficient layout. Ideally you should be able to get from the hotel onto several different touring roads quickly and easily.

C. Negotiating with the Hotel

1. Don't be hesitant about negotiating. Nobody pays the “rack rate”, which is the price often found on the back of the guest room door. You are bringing them perhaps several hundred room-days, with no mid-week turnover. If the quoted price is too high but you have alternative dates for the tour, you may be able to get a lower rate. Be sure you know all the costs. Do they charge for an extra person or for children in the room with parents? Can tourists stay for a few days before or after the tour at the same price?
2. Hotels often charge for the use of their function rooms, even for banquets. If there is a charge, you need to know all the details for your budget. A hospitality room is a gathering place after each day's tour, and evenings. Tell them that you want to provide chips and soda. Some hotels will want to provide all food and drink, but usually will relent when you say you will not provide any alcoholic beverages. The tour should not provide alcohol anyway, for liability reasons. Ask for a whiteboard for the hospitality room, perhaps a TV with VCR or DVD to show tour videos, etc. Is

there a charge for these? Hotels sometimes charge for movie projectors and even microphones.

3. Usually you can get one comp room for every 25 rooms booked. You may also be able to get comp rooms for use during tour set-up, especially if you offer to take the comp rooms “subject to availability” or off-season.
4. With breakfast included in the room rate, we find that people are more likely to mingle in the morning, making new friends on the tour. Be sure that the breakfast up-charge is reasonable.
5. Some hotels want to charge for motor homes. If so, include that information in your tour mailing and make the hotel responsible for collecting the money.
6. Do not include hotel accommodations in the tour package. Let the hotel handle the details of room type and location, arrival and departure days, etc. They are used to dealing with fussy people. You will have enough to do without that. HCCA can advance you up to \$500 for tour costs such as deposits (more for a designated National Tour. If you guarantee the rooms, you are agreeing that you will pay for them whether or not you fill them. Have the hotel ask for a tour number before accepting a room reservation. This prevents people from reserving a room before they are registered for the tour. Ask the hotel for a weekly list of people who have reserved rooms.

D. Establishing a Budget

1. Know the costs of the various aspects of the tour so you are not surprised when the time comes to pay the bills. The tour fee should cover all the costs of setting up and running the tour, including your out-of-pocket expenses, unless the tour is very small or you are running it as a gift to all the tourists. See the meal section for information on budgeting for meals.
2. Fixed costs would include items such as tour set-up expenses, hospitality room cost, and entertainment. Variable costs include items such as banners and name badges, cost of coffee stops and hospitality room supplies, and any admission fees included in the tour fee. Where you cannot determine the cost of an item in advance, make a conservative (high side) guess. Some of the costs you might not know until you have determined where the tours will go, such as admissions. Those costs can be excluded from the tour fee and picked up later. See the section on planning tours.
3. The cost of additional passengers includes name badge, any package admissions, favors and hospitality room expense.
4. Using car + driver is a little more complicated to calculate, but compensates for drivers without passengers. You will need a passenger fee for those cars with three or more people anyway.
5. If you use the minimum number of cars expected, you are less likely to have a loss. When you are pleasantly surprised that everybody wants to go on your tour and all the spaces are taken, you can use the excess income for museum admissions and other extras that you had not planned to include.
6. You should feel comfortable with your budget. Changing the tour fee five or ten dollars either way is unlikely to affect people’s decision to come on your tour.

E. Laying Out the Tours

1. The destination doesn't have to be the farthest point out on the tour, just an interesting or scenic place that you are visiting on the tour. You can have more than one destination on a tour, but keep in mind that each stop cuts into driving time. See Appendix A5.
2. Try to choose roads that might be more scenic, have less traffic, or be better for the tourists for whatever reason. Use some roads where the faster cars can pass. If possible, plan different roads out and back. You will decide later not to use some of the roads you choose now. You will drive 4-5 times as far laying out a tour as the antiques will drive on the tour.
3. Avoid stops at the bottom of hills, entry at blind turns, crossing busy roads without traffic controls, and the other things that you don't like on a tour. You do not have to use the first roads you try, but sometimes a road is better if run in the other direction. If you cannot find a good route to your destination, choose a different destination. Mini-destinations such as an old store or church, a geological feature or ?? add variety to a tour without taking a lot of time. Don't make a commitment for the tour to visit each destination until you are sure of the route and the day of that tour.
4. Record turns, traffic lights, hazards, landmarks, gas stations (in remote areas), water stops for steamers, and note possible coffee and lunch stops if your destination does not include lunch. You can note total mileage for the route, but don't try to get the mileage for each direction now. You might add side trips or double back to try other roads. For turns with no road sign, add some confirmation after the turn such as "see blue mailbox #2153 on right after turn".
5. Now you can run the route again to check and update your directions, but note only total tour miles for each direction. By recording total miles from the start, you can easily figure the miles between directions with less risk of a major error. Also record the mileage to landmarks, gas stations in remote areas, and possible eating places if you do not have a designated lunch stop.
6. Have a shorter tour on the first day. Some cars will need bugs worked out that first day. The last day should be an easy one as people like to get back early so they can load the antiques on the trailers and get refreshed for the evening activities.
7. Your job will be easier if you can arrange a group rate, but paid by each tourist. Get the child rate also. Places expect groups to arrive all at once, so explain how your tour will operate. If the stop requires a single payment, arrange to have them bill you. Some places will insist on payment up front. You do not want to be the last person at every stop just so you can pay for the group. They usually will accept tour name badges as group identification. If admission is included in the tour registration fee, print tickets or vouchers for tourists to turn in at the stop. Sometimes you can arrange a fixed payment for the whole group, e.g. they admit everyone wearing a tour badge and get paid \$200. Ask about complementary admissions for your committee or special guests.
8. We like to give the distance from start and the distance from the previous direction. Add cautions for hazards such as unmarked sharp turns, sections of rough road and steep downhills.
9. Your tour checker (and passenger) should be unfamiliar with the area, if possible. The checker should check for accuracy and completeness of the directions. Should you add intermediate directions or warnings? Confirm mileage only after the turn is found. An error of a few tenths of a mile is usually unimportant.

F. Meals

1. Some tourists fix their own meals, some will not attend the whole tour, and some just prefer to find their own places to eat. Since you will not need meal counts until shortly before the event, the meals payment can be due a month or more after the registration fee.
2. The opening banquet introduces people to the tour. You can highlight tour activities, introduce tour committee members, and make any last minute announcements.
3. Look for a ladies' auxiliary of a local church, fraternal order or society to provide the food and dining space as a fundraiser. With a caterer, you may need a tent (expensive) and portable toilets

(some are available with hand-washing facilities).

4. Have entree choices. Keep the price suitable for the tour.
5. Collect for the meals in advance. You likely don't want to pay for the tax, tip or tent yourself.
6. They usually need the final count a week before the event. Since most hotels and caterers plan on 5% over the final count, you can give them a slight undercount and still get everyone fed. We usually print up simple colored meal tickets to be included in each car's registration packet, and ask that the caterer or hotel collect the tickets as proof of meals served. Make sure that the caterer understands that he will be paid for the final count or the number of tickets collected, whichever is greater. Be sure that the caterer knows where you expect the meal to be served.
7. For lunch, have a large serving window such as 11:30 until 1:30. People generally arrive early, but some have troubles on the road or have a prolonged visit at a stop.
8. Make the mailing about two months before the tour. Include two copies of the reservation form, and give a deadline for return with payment (about 3-4 weeks before the tour unless you need a longer lead time for something). Round the price of each meal up to the next dollar (or half dollar) to reduce math mistakes. If they have to choose their entree, sandwich contents, etc., include the choices on the form. Optional events might include a bus or boat ride, or a visit to a special museum.

G. Publicity

1. List the dates, place and contact information. Include some descriptive information.
2. For an HCCA tour (national), you can have two full pages of ads. That can be four half-page ads, two half-pages and a full page, etc. For a regional tour, you can have a half-page or two quarter pages. Do not include a registration form. If you make the tour sound interesting in your ad, people will ask for the registration form.
3. Send a tour announcement to everyone in your regional group, or include it in a group mailing. Send it to other regional groups. Send it to friends who like to tour.
4. A local restaurant may let you use a portion of its parking lot in late afternoon and give a discount on your tourists' dinners if you ask. Show them examples of our cars in the *Horseless Carriage Gazette*.
5. Newspaper articles will bring out people who are curious about our ancient vehicles. We can educate them, dispel myths and even get new HCCA members. The local TV station may send a reporter and cameraman to cover the event and perhaps get a ride with someone. Local Chambers of Commerce can provide contacts, help arrange to block off parking for a village lunch stop, and even set up a downtown shopping/gallery night for your tour.

H. Tour Committee

1. Ask for help with the tour. Arrival day (and the day before) can be very busy. Trailers are everywhere, people want their tour packets, last-minute banquet details need attention, and the hospitality room is out of soda (or is locked). Prepared committee members have decided things as how trailers will be parked, where tour packets will be distributed, and whether extra meal tickets will be sold at registration.

I. Registration

1. In addition to name and address of the driver, you will need names of passengers and ages of children. Get car year, make, body style and color. Get a phone number. Have a space for an indemnification statement. See sample form in appendix.
2. If you have a computer, use a spreadsheet (easier to set up) or a database (more versatile).
3. Capture the data as it comes in. You can sort it out later. Note date of receipt, and verify that the fee paid is correct.
4. You will refer back to the originals from time to time. Note any additional information, phone calls, etc on the back of the appropriate form.
5. One way is to not include the hotel name in the advertising and registration materials. When people register, send them a card or letter with the hotel reservation information. That way people cannot reserve a hotel room early, thinking they then can sign up for the tour at the last minute.
6. Keep the master records for each car together. First record the data and verify that the correct fee was paid.
7. People will not remember their tour number, but may remember their name. They will not remember what meals they ordered.
8. Don't have registration in the hospitality room unless you have a very large hospitality room near the hotel lobby.
9. Cardboard file boxes are useful for organizing tour packets.
10. Some tourists will want additional tickets, or will want to turn in tickets. If they turn in tickets, note the who and what, and try to sell those tickets first so you can refund their money. Make sure they understand that they may not get a refund. Do not sell additional tickets unless you are sure that the caterer or destination can accept an increased count.

J. Tour Book

1. The tour book can be a simple stapled stack of sheets, but looks better when held with a spiral or plastic UBC binder. Do not use a plastic strip that the pages slip into; the pages will slip out even easier. Use a different color for each day of touring if you can.
2. The summary should include whether lunch is planned, overall tour length, distance to lunch, and suggested starting time. If they need tickets for an activity, remind them.
3. A list of passengers, arranged by driver's name and including make and year of car, helps people to meet one another. A list of drivers, arranged by make of car, and a similar list, arranged by tour number, provide cross references.
4. Have a name for the tour, and put it on the cover with the dates and location. Create some artwork for the cover, or copy an old drawing or postcard, preferably in color.
5. Include the phone number of the hotel, your cell phone number and those of your committee, and the name and phone number of the local towing service company.

K. Tour Packet

1. Use a large plastic pouch with at least one clear face for the tour packet so the current tour book page can be read while in the pouch. Put the meal and admission tickets in a small envelope in the pouch. Have the name badges show through the pouch. Put tour shirts in the pouch if they are sized for each participant. A tour banner probably won't fit in the pouch, so keep banners separate. If you use tour numbers, write the tour number on the outside of the pouch and keep the banners in piles in numerical order.
2. You won't have time to sort meal tickets during registration.

L. Entertainment

1. The hotel may provide ice cream, dishes and utensils outside for a reasonable price. If not, talk them into allowing you to buy and serve the ice cream. They will probably let you use their tables. Recruit some servers from your committee or among the tourists. Optionally, use fruit and/or cookies instead of ice cream.
2. You may know of tourists with slides of old car photos, old tour movies or videos, or with some interesting other hobby. We have had several successful "Alternate Hobby Nights" where tourists display their model airplanes, paintings, needlework, card collections, dioramas, etc. You will only need a coordinator for these events.
3. If you have entertainment only for the ladies, the men will find a car to work on.

M. Hospitality

1. Buy in bulk if you can. Have plastic containers with lids to keep chips, etc. fresh. Small bottles of water are popular. If you run out you may have to buy from a local market, but that is better than having a lot left over at the end of the tour.
2. Water will have to be drained from the tubs each morning. Large tubs are difficult to empty. Insulated coolers are better and the ice lasts longer. Hotels will often let you get the ice from the large kitchen icemaker yourself, or will have someone bring it to you. They prefer that you not get it from the small guest ice machines.
3. If you know the room name or number in advance of arrival, include its location in the tour book. If you can delegate two people (in different cars) to open the room, it will be opened sooner each afternoon.
4. Have a white board with markers and tape for announcements, tour changes and rides needed.
5. The hotel staff should vacuum the floor each day, but might not touch anything on the tables.

N. Parking

1. Some people will unhook, others will not. Some will change their mind during the tour. How will someone get out if he has to leave early? Where will you park the extra-long rigs? Where will you park the motor homes with trailers? Side door space between trailers eats up parking space but increases maneuverability if someone has to recover a car. Can you park any open trailers on grass or even in a remote parking lot? If motor home parking is off-site, they will need directions.
2. Direct trailers around the portico if necessary. Have a plan so you can keep the trailers moving if they start to queue up on the highway.
3. A dry field may be soup if it rains (think old Hershey).

O. Loose Ends (misc.)

1. We do not use a trouble trailer. Many breakdowns can be fixed on the road before a trouble truck or trailer would arrive, especially if it is busy with someone else. The trouble trailer impedes modern traffic. We suggest that breakdowns be left at a friendly native's house, and everyone get a ride in other tour cars. Often a native will take the driver to the hotel to pick up his own trailer.
2. The cost of a tour shirt or cap can be included in the tour fee, but we prefer to at least keep the shirts optional. That way the driver and/or passengers can decide whether they want shirts. You will need size information for the shirts, so that request should be on the registration form or meal form, depending on the number of weeks the vendor needs to produce the shirts.

APPENDIX B

SAMPLE BUDGET FOR MY TOUR

Category	100 cars	145 cars
Printing and stamps	\$370	\$536
Tour Books	815	1182
Banners	1110	1610
Tour Bags and Badges	593	860
Phone	300	300
Tour Set-up	700	700
Tour Route Checking	150	150
Tour Pins	889	1290
Awards	300	300
Entertainment	500	500
Hospitality	400	500
Portable Toilets	100	100
Giveaways (favors, mementos)	1500	1610
Museum Entry Fees	500	725
Contingency Fund	500	500
Total Expenses	8727	10863
Expenses divided by number of cars	87.27	74.92
Registration fee - car + driver	@\$85/car = 8500.	@\$70/car = 10150.
Passenger fee	@\$10=1000.	@\$10 = 1450.
Potential Income	\$9500.	11600.00
Cushion	\$773.	\$737.