

## Treffen Tour Planning Checklist

For the most part it is fairly easy to plan a club tour, after all most of the participants live here and are familiar with the roads/destinations, can eat wherever they want to, and we are not too concern with selling the tour, and the schedule is flexible. This is not the case for a Treffen tour. Planners must consider the following: a) most participants are not locals and are not acclimated to local conditions, they have driven two to six days to get here or have flown in; b) they are here for four days and have daily activities other than the tours; c) most had a full breakfast before the tour and tours must have bio-break(s) during the drive out; d) how to sell your tour since most are not familiar with the route/destination; and e) lunch venue meeting Treffen criteria. These are just a few limiting factors that affect where we can go and effectively plan our tours. The checklist below includes guidelines that will help you plan a Treffen tour:

\_\_\_\_\_ 1. Ideally, the total travel time (including stops) to destination should be between 2 to 2.5 hours. The drive out must include bio-break(s) and a possible place to regroup.

\_\_\_\_\_ 2. All stops/destinations are large enough to safely hold the group (approx. 25 cars).

\_\_\_\_\_ 3. The destination of the tour should be a destination in itself, not just a place for lunch. If there is no restaurant at the destination, a short drive to the lunch venue is acceptable. (We can have multiple destinations for one tour. We can consider places like Skyline Drive or Highway of Legends a destination but for most Treffen tours, there is a destination/attraction people can visit, e.g. Bishops Castle or Mollie Kathleen Mine, before lunch. Even a small town with interesting shops can be a destination, e.g. Florence.) If there is a schedule time for the destination activity, include that in your tour schedule.

\_\_\_\_\_ 4. The lunch venue can hold all on the tour and is willing to offer all of their menu options (buffet is acceptable) at one agreed-to total price without a down payment or contract. This is a social event so plan on a long lunch.

\_\_\_\_\_ 5. Participants have a choice of six tours when registering for Treffen but can only pick two. The write up for registration needs to be descriptive (more than a summary) in order to sell the tour and should include cautions/warnings for local conditions.

\_\_\_\_\_ 6. Have other drive or attraction offerings ready for those who are not ready to go back to the hotel after lunch.

\_\_\_\_\_ 7. Plan a final dry run to check the road condition on a date close to the event (not an option and we will reimburse for gas).

Other considerations: i) if anyone needs to refuel just to get back to the hotel, the tour may be too far distance wise; ii) a shorter drive back to the hotel after lunch is preferred; iii) plan for contingencies; iv) participant demographics; and v) the Broadmoor is the top draw for this Treffen, make sure participants can get back in time for other events.

Contract the Tourmeister or Event Chair if you have questions or needs assistance. Also, check the PCA Treffen website for tour descriptions and the Treffen Colorado Springs Planning and Volunteer Guide for additional information.