

TRIP LEADER TIPS

PLAN EARLY

Select a destination that is likely to be popular with club members. Discuss with other trip leaders and Board for approval.

Determine the type of trip.....(Adult only or family trip).

Determine the length of trip (weekend, 3-4 day trip, week-long trip). This will vary depending upon how far away the destination is, and what travel options are available, as well as financial feasibility.

Determine whether you'll use a tour operator or plan the trip yourself.

Determine a trip price point (break even), and how many attendees it will take to make the trip work.

DESTINATION:

Is the location reachable to bus? By train? By plane?

- a. Determine the best mode of transportation; begin checking on pricing.
- b. Begin checking on lodging availability. Be sure to ask about any taxes that may apply when considering the cost of a room. Be sure to obtain and note dates when deposits are due (if any), and any penalties that may apply if you are short of your projected numbers. From that information, you can determine a potential drop dead date if the trip doesn't sell enough spots to make it a go.
- c. Check on lift ticket prices (group pricing, senior pricing available). Are any taxes applicable?
- d. Determine if "other" things will be included in trip (mountain picnic, side trip, après party, events for kids if it's a family trip). Be sure to include all gratuities and all potentially "hidden" costs. If not sure, ASK.
- e. Determine from all above, the total cost of the trip.
 - a. **A spreadsheet is an excellent way to determine trip costs. (A form can be provided for any Trip Captain's use). List all foreseeable costs, then determine the price per person for each cost item.**

PRESENT TO BOARD:

Present your trip, with cost estimates, to Mt. High's Board of Directors for approval.

PROMOTION:

Create a flyer, listing: *destination, dates, price (all inclusions/ levels i.e. Senior discount, etc), deposit amount, when deposits are due.*

Write article for newsletter.

Start spreading the word.

COLLECTION OF PAYMENT:

Determine a deposit amount and payment plan, including drop dead date and cancellation fees.

Develop a sign up sheet (dough transmittal) with liability waiver.

Stay in contact with club Treasurer for payment/attendee updates.

Open up trip to other council members if necessary to fill.

ROOM ASSIGNMENTS:

Prepare a rooming list (most lodging properties will ask for this ahead of time). . It is best to do this as late as possible, as there are often last minute changes on a trip. Rooming info can be gathered from original sign up sheet of any rooming preferences.

KEEP IN TOUCH WITH LODGING/SKI AREA TOUR OPERATOR!

Be mindful of your cancellation and deposit deadlines, if any. Drop rooms by the deadline if you feel you have to (but see if they will add rooms at the same price if you add any people at the end).

Deal with the ski area to determine what their requirements are for group lift ticket pricing. Often they will need a form filled out; sometimes they need totals several days in advance.

Keep in touch with your lodging facility and see when they want a rooming list
Keep in touch with participants for any dining or special events included in the trip.

SET DEPARTURE TIME/PLACE

If this is a weekend trip, determine a parking place/meet up place for members

Set a departure time and **STICK TO IT!**

If traveling by train or plane, determine a time to meet at the station/airport

CODE OF CONDUCT POLICY

Hand this out while waiting for transportation to leave. **EVERYONE** must sign one.

Trip Leader has the authority to ask any disruptive attendees to leave the trip.