



## Vancouver Island Region Porsche Club of America Driving Tour and Event Planning Checklist



This checklist is focused on driving tours, but many of the steps are the same for non-driving events. For stationary events, just disregard the driving-specific steps.

### 3 Months or More Prior:

- Discuss proposed date with Executive to ensure there is no conflict with another event.
- Approach proposed venues, restaurants, or attractions to ensure availability and reserve if no budget needed.
- For overnight events, contact hotel for details on blocking out rooms
- If event requires any club support to run or funding, present budget request to the Executive at the next monthly meeting for approval before making any commitments.
- If funding secured or no funding needed, reserve venue, restaurant, activity, and/or enter into agreement with hotel as may be required.
- Familiarize yourself with the [PCA Minimum Driving Tour Standards](#)
- Plan a route. Try to select a starting point that has a washroom available.
- Drive the route to estimate duration and suitable start and finish times, especially if there is a meal or other stop at the end, or along the way. Plan a rest stop if the drive is more than 1.5 hours.
- If there will be a cost that the club will collect at registration (meals, entry fees, etc.), work out what it will be for each participant. Be sure to include taxes and gratuity, as well as a 5% MSR fee.
- Use the [MSR Set-up Form](#) on the Event Leader Resources page on the VIR website to provide the information needed to set up a MSR registration page if it is all available at this time.
- Send the name, dates and what information is available about the event, including, MSR link if ready, to the [Webmaster](#) for web site, [Newsletter Editor](#) for Porscher and [President](#) for inclusion in a President's e-mail.
- Post on the [VIR Facebook Group](#) page, or ask the [MSR Coordinator](#) to post.

### 1-2 Months Prior:

- For meals during event, confirm arrangements with restaurant
- For driving events, or wheels-up events, send event details to the [Insurance Chair](#) for PCA insurance certificate.
- Complete MSR set-up if not done already, and obtain link from [MSR Coordinator](#)
- Provide MSR link and event details to [Webmaster](#), [Newsletter Editor](#) and [President](#).
- Post information to [VIR Facebook Group](#) page or send to [MSR Coordinator](#) for posting.
- For overnight events, finalize details with hotel. Release surplus rooms if it doesn't look like they will be needed, if the agreement with the hotel allows.
- If uptake is low for an overnight event, consider inviting other regions if they have not already been invited.
- Source door prizes if for AGM or New Member Social.

### 3-4 Weeks Prior:

- Finalize the route, including stops and places to pull over and regroup
- For overnight trips, you should have the current MSR registration count and provide final numbers to the hotel as per timing in the agreement if members are not booking their own rooms. If they are, check with hotel on uptake.



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- Designate someone as lead car and sweep car. If more than 12 cars, have additional lead cars and sweep cars for each group of no more than 12 cars.

### 2 Weeks Prior:

- Contact [MSR Coordinator](#) for progress report on how well the event is filling, or check yourself if you have organizer permissions.
- Decide what to do for attendees who show up without registering
- Assign an attendee to be the photographer for the event.
- Ask someone going on the event if they will be the Observer.
- If there is still room in the event, arrange for reminders in Presidents e-mails, and post on Facebook.

### 1 Week Prior

- Check with Insurance Chair on progress of insurance

### After registration cut-off date

- Obtain registration report from MSR Coordinator. This will show number of attendees and what they ordered, if applicable.
- Provide final numbers and orders to restaurant by their required date. Discuss form of payment with them if VIR collected the meal costs. See if they will invoice or will want payment on the day.
- Provide final numbers to any other businesses that may require them.
- Create directions any other information to be provided to drivers and navigators.
- Send an e-mail blast through MSR to all members who registered, thanking them for registering and providing any details or instructions that they need to know, including bringing their name tag. Send out at least two days ahead of the event. You can request that the [MSR coordinator](#) send this out for you if you do not have organizer access.
- If desired, the waiver form can be sent with the e-mail blast, requesting that people fill it out and bring it to the drive. Be sure to instruct people to print it in COLOUR. The [waiver form](#) can be found on VIR's website under [Event Leader Resources](#) or PCA's site under [Forms and Docs](#).
- Drive directions, such as from Google Maps, may be sent to the attending members if desired.

### 1-2 Days Prior:

- Re-run route to make sure no issues (construction, road/bridge out, etc.) and confirm directions are correct.
- Make any corrections to copies of directions. Send out amendment if providing ahead of time.
- For events requiring support from other members, confirm they are prepared, know their roles and are still available.
- Print and bring COLOUR copies of waivers, either enough for all participants, or extras in case people don't bring the one sent out, or bring it in black and white. Note that several members can sign each form, so one for each member is not needed.
- Print sufficient copies of directions for all members (unless sent out with e-mail) plus a few extra for last minute attendees. If send out ahead of time, bring extras in case people forget to bring them. If you cannot print copies at home, use a business outlet, and provide the receipt to the Treasurer for reimbursement.



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- Print a few minor participant forms just in case.
- Print the insurance certificate
- Prepare Driver Meeting notes. See [PCA Minimum Driving Tour Standards](#) for guidelines

### Day of Event:

- Show up at meeting place 10-20 minutes ahead of time. Many VIR members will be early.
- Bring: registration list, including a spare copy of food choices if any, insurance certificate, waivers, directions, Driver Meeting notes, clipboard to hold registration list, hard surface for people to sign waivers on, hand sanitizer and pens.
- Use MSR registration report to check people off and ensure they brought or sign a waiver. Have insurance certificate and waiver forms in hand. Ensure all members sign the waiver forms and collect any minor participation forms from parents.
- Ensure names and signatures on waiver forms are legible. Sign as witness
- Ensure any assistants are in place if applicable and know how to greet and register attendees.
- Hold a drivers' meeting 15 minutes prior to departure time to brief everyone on route, discuss safety, and hand out directions. At this point, check to see if anyone hasn't brought or signed a waiver. Ensure they sign before leaving.
- Ask for a volunteer to be the Observer if you do not have someone already.
- Encourage attendees to take pictures and to forward them to you and the [Newsletter Editor](#). Let them know they can also upload their pictures to the Gallery on the website, and encourage them to do so.
- Ensure you have phone numbers for sweep and other lead cars. Ideally, these will be cars with a passenger.
- Provide your number and the sweep's number to all participants, so they can contact you if they get lost.
- Go over the regrouping points with the group.
- Keep the group together as much as possible by pulling over at suitable locations after traffic lights and stop signs.

### Within 1 Week Post Event:

- Provide, or scan and send, insurance paperwork and completed waiver forms to the [VIRPCA Insurance Chair](#). If scanned, the originals can be recycled. Shred them or cut through the signatures for extra caution.
- Follow up with any photographers to send photos to you and the [Newsletter Editor](#) (by 23rd of month).
- Write article for Porscher or follow up with assigned writer, to send article to [Newsletter Editor](#) (by 23rd of month).
- Send [Webmaster](#) a few lines about the event, and a few pictures to post in Articles. This is the only place the general public will see news of our events. Choose car and medium distance group shots, no member close-ups. Just a paragraph or two is sufficient. It does not need to have the same level of detail as the Porscher article.
- Follow up with assigned observer to ensure that they completed the PCA [Observer's Report](#), which goes to PCA National.



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- Complete the PCA [Post Event Report](#), which is submitted to PCA National (due within 5 days of event)
- Report out on the event to VIR Exec. Costs, revenue, # attending, any lessons learned (what went well, what was tricky, what would you do differently).
- If there was a charity or community component to the event, complete the [Community Award Tracking page](#) in OneNote to track volunteer time, funds raised and the details required for the Community Award submission.