

TOUR CHAIR

NAME Office

- I. Receives all money for tours.
- II. Prepares and send receipts.
- III. Signs contracts.
- IV. Sends list of participants taking tours to the Tour Chair after the cancellation deadline to keep the chair informed of the progress. After the cancellation deadline date, a final complete list will be sent to the Tour Chair.

NAME Policy

- I. A \$14.00 per capita administrative fee shall be included in the cost per registrant for each tour. (Jan2015)

Important Requirements:

- ❖ No application fee or \$20.00 contract fee will be assessed.

Expenditures

Frequently Tours is an area that is extremely over budget. There is no budget and no cushion for this item, so careful planning and contingency planning are essential. Tours are expected to be self-sustaining. Make sure you do not guarantee too many spaces. Make sure that should a bus not fill, that a smaller bus can be used. Add enough onto the tour costs to cover a host or hostess if not provided by the tour company.

General Information

- I. Pre-convention tours are an option of the Convention/Houseparty Steering Committee. If you are planning pre-convention tours, keep in mind that most of the registrants who will be arriving early at the Convention/Houseparty will prefer to take a workshops.

Select Tours

- I. We strongly suggest that you work with a tour company.
- II. Contracts are required for both the tours and any transportation necessary.
- III. Your committee will decide on the number and type of tours with the approval of the Convention/Houseparty Steering Committee.
- IV. The tour company will make all arrangements for transportation, admission, meals, etc., and are responsible for any difficulties that may arise.
- V. Most tour companies have set tours that have been popular in your area. However, they will usually plan a tour to include anything your committee thinks will be of interest to miniaturists and spouses.
- VI. You may want to plan a special tour for the evening just prior to the beginning of the Convention/Houseparty Thursday. However, you shall not plan a tour that will conflict with any fundraising events that are planned. This has become very popular since so

many participants come early for workshops. Check with the NAME office for recent attendance at the evening tours so you will have some idea of how many to plan for.

- VII. Non-NAME members, (i.e. spouses, travel partners, etc.) should be allowed to join tours. After all NAME members have had an opportunity to apply so add spouses on a space available basis. **This needs to be clearly explained on the tear off sheet.**
- VIII. Notify webmaster of tours selected so that they can be listed on the NAME website. Include a brief description, day of tour, length of tour, luncheon host, maximum number of attendees and cost.

Contract Information

- I. Supply NAME office with all information needed for contracts.
- II. The contract must be very detailed and spell out the following:
 - A. Tour times.
 - B. Number of transportation vehicles provided.
 - C. Tour cost (less the NAME fee).
 - D. Maximum and minimum needed for tour.
 - E. Penalty if minimum is not met.
 - F. Cancellation policy (preferably after the NAME cancellation deadline).

Tear-off sheets

- I. Provide Registration Chair with information for tear-off sheets. This should include:
 - A. Description of tour, including date, time and price.
 - B. Deadline for sign up.
 - C. Cancellation deadline.
 - D. Tour Chair's name, address, telephone number, and e-mail address.
 - E. Non-member on space available basis section.

Tickets

- I. Include bus boarding time and place where boarding will take place.
- II. Place tickets in an envelope inside the registration packet. Mark on the outside of the envelope "Tour tickets enclosed".

Plan for Tours Leaving Hotel

- III. Determine with the hotel where buses will load and guests should meet.
- IV. Make posters to put in the lobby. In the past, participants have missed their tours because clear instructions were not given for bus boarding location or time. Also, inform front desk and concierge of the tour plans.
- V. Notify Operations Chair that you will need easels for your posters.
- VI. It is necessary to have a volunteer from your committee on each tour. If not possible, identify someone from each tour ahead of time and ask them if they would be willing to help out by making sure that everyone is back on the bus when the tour leaves after each stop.
- VII. A list of tour participants will be sent from the NAME Office. One copy needs to be checked off for those participating and returned to Name Office Representative. If it a

large tour involving more than one bus, you may want to assign buses and have a list for each bus.

- VIII. If you have extra tour tickets, you may ask someone at the Convention/Houseparty registration desk to sell them.
- IX. As chairperson, you must be on hand as each tour leaves. If you are going on one of the tours, it should be the last one leaving.
- X. Participants should be made aware of any special rules and regulations of tour groups. (i.e., a lot of up hill walking, not handicap accessible, no restrooms available, etc.)

Website Information

The following information needs to be sent when tours are selected. Changes due to cancellations will be made as they occur. The prime goal is to get the list online **before** registration opens.

- I. Submit a complete list of tours including a brief description, length of tour, day of tour, luncheon host, maximum number of attendees and cost.

After the Convention/Houseparty

- I. Submit a written summary, including recommendations, to the Hosting Chair.