

Driving Tour Planning Notes



Pre-event planning

- Submit event title, date(s), and location to Vice President for inclusion on Planning Calendar (location typically is destination, but not necessarily so)
- Determine event details: Start location, meeting/leaving time; end location, driving route
- Determine costs (e.g., lunch, entrance fees); pre-paid or paid by attendees at destination?
- Provide information for event publication
 - Website
 - Promo of the event, summary of driving route, photo(s), restaurant info, etc.
 - Include meeting location (with specific address) and time (when you want all cars in place; *not* leaving time), and registration deadline date
 - Submit to webmaster@az.pca.org
 - Registration page on MotorsportReg.com
 - Indicate maximum attendance cap, registration deadline, cost per person, and any other information required to set up registration for the event
 - Submit to registrar@az.pca.org
 - Promotional "ad" in *Going Places*
 - Can be a flyer or a document in Word format
 - Not necessary to include all details; a link to the website event page with those details will be included when the event ad is published in *GP*
- Develop driving directions
 - Start/end locations/addresses
 - Turn-by-turn directions
 - Planned stops
 - Mileage between stops and cumulative mileage at each direction
 - Cell phone# for lead car and sweep car
- Perform a test run of route (if practical); amend driving directions as necessary
- Submit information to Vice President for PCA insurance application (Certificate of Insurance, or COI), at least 30 days in advance of event date
 - Starting point location/address
 - Ending point location/address
 - Estimated number of cars and attendees

Event Day

- Ensure COI is in tour leader's possession (COI should be received from Vice President well in advance of the event date)
- Get everyone to sign waiver (*note: forms must be printed in color*)
 - All attendees must sign waiver form — driver AND passenger
 - Separate waiver form for minors
- Drivers Meeting
 - Introductions
 - Thank-you's to all who helped plan the event
 - Ensure that everyone has signed the waiver form (including passengers!)
 - Ask new members to introduce themselves
 - Hand out Driving Directions (can do this when people sign in)
 - Discuss route, planned stops, etc.
 - Safety admonitions:
 - Obey traffic laws
 - Do not drive beyond your comfort level
 - Do not pass other cars unless traffic conditions warrant doing so
 - The group will gather up along the way, so don't drive unreasonably fast to try to catch up
 - If you have trouble, pull over and flag down sweep car for assistance
 - If you choose to leave the group let the leader or sweep car know
 - If you pass the lead car you are considered to have left the event and you are on your own (and PCA insurance protection will not apply)
 - Solicit volunteer to write article for *Going Places*
 - Tell attendees to submit photos to GPEditor@az.pca.org
 - Identify lead car(s); identify that car to everyone
 - Identify sweep/trailer car; identify that car to everyone
 - Provide cell phone nos. to contact lead/sweep cars (if not listed on driving directions)

After event

- Submit [PCA Post Event Report](#) within 5 business days after the event (Tour leader) *Note: you must be logged on to your PCA account to access the form*
- Solicit an attendee to submit [PCA Observer Report](#) (*not* tour organizer; submitter must be logged on to their PCA account to access the form)
- Deliver signed waiver sheets to club Secretary for filing (retention 4 yrs, 1 month)
- Optionally, send a request to the club photo site moderators (photos@az.pca.org) to have a gallery set up for participants to upload event photos
 - When you get the link from the moderator, send a request to registrar@az.pca.org to have the link forwarded to the event participants.