

Planning a LIRA Trip with a Bus

Immediately after General Meeting

- Contact Kathy at Tewksbury Transportation (<http://tewksburytransit.com> 978-851-9863) and reserve a 44 passenger coach. Get cost estimate.
- If the visit will use a docent, reserve and obtain a cost estimate (get check from the Treasurer if venue requires advance payment).
- Estimate cost per person for the field trip (remember LIRA will subsidize \$5.00 per member for the trip). We usually add a \$1.00 per passenger cash tip for the driver.
- Send treasurer cost estimates for the bus and docent/admissions costs.
- Obtain sign up list and make a contact list for the trip.

Continuously until the trip

- Collect checks mailed by members.
- Send reminders as needed.

Prior to the trip

- Get bus and other checks from the Treasurer.
- Members can cancel up to 24 hours prior to the trip.
- If possible deliver member checks to the Treasurer before the trip or immediately after.
- If the trip is going to go through the lunch hour, send attendees local lunch ideas.
- During Intersession, get names and phone numbers of non-members who are attending so you can contact them in the event of cancellation.

Day of the Trip

- Arrive about 30 minutes early to meet the bus at Hannafords.
- Ensure everyone who has signed up and paid is on the bus, contact any no shows as needed.
- Don't forget to make sure everyone is back on board before the return.
- Bring the necessary checks and driver tip to deliver to the driver.
- Take pictures or get a volunteer to take pictures of members at the outing

After the Trip

- Write up a review for the Newsletter (jeridurant@gmail.com) and the Facebook Page (sebes3@yahoo.net).