

Diablo PCA
Tour Planning/Tours 101

Tour Planning Worksheet

Name: _____

Contact Information:

Cell: _____

Email: _____

Title (Destination): _____

Brief Description¹: _____

Dates or Seasons²: _____

One Day or Overnight³: _____

Of Cars/People⁴: _____

Out of Pocket and/or Advance Charge⁵ _____

Estimated Cost Per Person⁶:

Meals: _____

Tickets/Fees: _____

Hotel⁷: _____

Other: _____

Total: _____

1 Describe route, activities, etc.

2 What are the best times of year to visit, e.g., gardens in the spring, Mountains in the summer, etc.

3 If an overnight, identify whether one or two nights

4 This is typically limited by the venues we are going to (e.g., small wineries can't handle large numbers in a tour along with their normal weekend customers.)

5 If possible out of pocket (each person pays as they go along) is the easiest administratively. Some venues require advance tickets (e.g., a tour of an attraction) requiring advance charges to our members. You can lower costs and increase menu selections, by not booking a room but separate tables for 8. You can reserve a block of rooms and have individuals call and pay with their credit card.

6 For planning purposes lunches are \$20, dinners are \$40+, hotels mid-week may be \$135+ and on the weekend \$200+

7 Show per room charge.