



# SIX STEPS TO PLANNING AN SJVMC RUN...

## **STEP 1:**

Select your favorite roads and/or destination.

## **STEP 2:**

Coordinate a date with the SJVMC Board and membership.

## **STEP 3:**

Do a "pre-run" with the following things in mind:

- Select a convenient meeting place with ample parking, easy access in and out, and restrooms.
- If the run is going to include either lunch/dinner, look for restaurants that can accommodate a large group. (It's a good idea to talk to the manager of the restaurant to let them know what you have in mind and when you're planning to come. ...maybe they can work out a special deal for the group or designate a room/area for the group.)
- Optional but highly recommended: When doing the "pre-run" include approximate odometer readings at each stop or turn. . (Even though odometer readings will vary slightly with different size tires, it gives the participants a guide to follow.) Certainly be sure to give street/road names and turn directions.
- Look for safe places to "queue up" in case the group gets split up by traffic lights or heavy traffic.
- Have we mentioned the importance of RESTROOMS? (The length of the run will determine the number of stops needed. Most folk prefer to drive no longer than an hour or maybe an hour and a half, max, between rest stops.)

## **STEP 4:**

At least 1- 2 months prior to your run submit a written description to the SJVMC Editor & webmaster. The Editor will include the run description in the Upcoming Events portion of the newsletter, and the Webmaster will make sure it gets on the SJVMC website. If you need help putting a flyer together for the run, don't hesitate to contact the Editor or Webmaster. Your run description should include at least the following details:

- A general location of where the group will be traveling.
- Date, start time and meeting place.
- Approximate length of the run and the final destination (Include miles and/or time. Example: 83 miles; 2 hrs and 15 min.)

- If you plan on having lunch/dinner at a restaurant, do they accept credit cards or cash only?
- Any other expenses (tolls, entry fees)?
- Will the run be cancelled due to inclement weather?
- Include your name and e-mail address or telephone number in the run description so participants can contact you if they have any questions or need to cancel. It also helps to ask for RSVP's by a specific date so you know who will be participating. Also include a cell number for the day of the run if you will have a cell phone with you.

**STEP 5:**

Prepare and make sufficient photocopies of written directions to hand out to those in participating in the run. (use larger type for reading ease.) Be sure to have enough copies of the Liability Release for each run participant driver and co-pilot to sign.

**STEP 6:**

If lunch/dinner is included in the run, contact the restaurant the day before or at the least the day of the run to give them a head count. A few other suggestions:

- If you will not be writing the run article for the newsletter yourself, ask for a volunteer to write the article BEFORE the run starts so the volunteer can keep good reference notes throughout the run. Ask for someone to take digital pictures so they can be forwarded to the Editor and Webmaster.
- In planning the run, it's helpful to take along someone along to help take make notes on your "pre-run," such as writing the directions, mileage odometer readings and any special signs/landmarks to watch out for.
- **STAY AWAY FROM GRAVEL, AND DIRT ROADS!**
- You could consider combining the run with an activity such as a wine tour, museum or some other special event/place.
- Folks that have already sponsored a run are great resources for tips and, of course, the SJVMC Board members can assist you if you need any help.
- Taking along a clipboard for the signup sheet/liability waver is a good idea.
- Most importantly -- HAVE FUN!

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**REMEMBER** – Feel free to consult with any of the SJVMC members if you have any concerns or questions... there's a lot of great advice available from those with experience.