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# Planning and Leading a Driving Tour

A "How to" guide

Written for use by the

**Sacramento Valley Region (SVR)**

of the

**Porsche Club of America**

by

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# Planning and Leading a Tour

This document provides general guidelines for planning and leading a driving tour. The Porsche Club of America (PCA) also has published tour guidelines, available on their website, [www.pca.org](http://www.pca.org), and tour checklist attached to this document. Should conflict exist between this document and PCA guidelines, the PCA guidelines have priority.

The primary consideration when planning and conducting a driving tour is safety. Historically, accidents during SVR events have been very rare; the result of leaders and co-leaders demonstrated concern for tour participants' safety.

You'll find planning and leading a tour to be great fun, and you'll make new friends along the way.

## 1. Tour Planning Time Line

The following is a summary of tasks to be accomplished in planning and leading a tour.

Two items are required for every tour: 1) Process the Mandatory PCA and SVR forms. 2) Provide a tour budget and receive approval for your budget from the board of directors. Both items are discussed in this document.

You will rarely need to do everything listed herein. Pick and choose what applies to your tour and your interests. A copy of the following items is in the appendix on a separate page for use as a checklist.

### Four Months Before Tour

Select a route and/or destination.

For destination tours, (tours to an auto museum, restaurant, winery, etc.), contact the destination to ensure the tour group's size, date and time desired can be accommodated.

Test drive the route and visit the destination.

Prepare an estimated budget.

### Three Months

You will receive a package from the Social Director containing the information and forms necessary for the tour.

Prepare initial advertising.

### One Month

Request a Certificate of Liability Insurance from the Vice President.

For destination tours, email or phone the destination contact to review and confirm preparations.

Verify receipt of Mandatory Forms.

### One to Two Weeks

If the Certificate of Insurance hasn't arrived, call the Vice President immediately.

Drive the route to check for changes, such as road work or detours.

Finalize the route instructions.

Review and tailor the SVR Driving Guidelines to fit your tour.

Prepare a drivers' meeting presentation.

Assemble a Drivers' Packet.

Recruit a volunteer to write a Drifter article and another to shoot photos for the Drifter and website.

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Last minute communications.

Final coordination with the destination contact.

#### After the Tour:

Send post-tour paperwork to the Treasurer, Vice President and Social Director

Submit Drifter article

Submit photographs to the Club website.

## 2. SVR and PCA Mandatory Forms

Three months before your event, the tour chair will email a packet containing:

Introductory/Cover letter

SVR Driving Guidelines

SVR Budget and Reconciliation Statement & Guidelines

PCA Release and Waiver of Liability (for adults)

PCA Release and Waiver for Minors in Restricted Areas, Driving or Riding

PCA Incident Report form

PCA Guidelines for Observer and Incident Reports

PCA Observer's Report

PCA Post Event Report

Liability releases help protect the board of directors, the tour leader, the co-leader and club members in the event of an accident. Parents sign the liability release on behalf of their minor (younger than 18) children. Minors do not sign liability releases.

PCA's ideal is for all tour participants to sign liability releases on every tour. If not, the event's insurance coverage may be adversely affected.

## 3. Planning the Tour

Tour planning is much more enjoyable and easier if you have somebody with whom to swap ideas as you're checking out the route and destination. As one of your first steps, ask a friend or an experienced member to co-lead the tour. The president, membership director and social director can provide names of experienced members who are happy to co-lead and share their knowledge.

Co-leaders provide valuable input when questions arise and decisions need to be made.

The co-leader also helps with pre-tour registration, assists at the drivers' meeting and acts as "back door" during the tour.

### 3.1. Route/Destination Selection and Other Considerations

Among the factors contributing to a successful tour, three stand out: the two most important are the route and/or destination, a close second is advertising and third, the amount of tour fee. An interesting, scenic or unusual route or destination will usually draw a good turnout. Advertising informs members about your outstanding event. The amount of the tour fee is a distant third.

Many first-time tour planners worry that club members won't enjoy the route or destination; don't. Experience has shown that if you select one of your favorites, one that you've enjoyed, others will also enjoy it. Another reason not to be overly concerned is that the primary members attend tours is to socialize with their Porsche friends.

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Initial considerations:

Type: Is your event a “driving tour” where the primary focus is piloting Porsches along roads that are great fun to drive or are especially scenic, or is it a “destination tour” where the drive is secondary to the destination (auto museum, winery, historic aircraft display, etc.)?

Lead Car Requires Two Passengers: Updated PCA safety rules require that the lead car, back door and any mid pack cars have two drivers. One to drive and the other to help with navigation and communication.

Size: How many people can the tour accommodate. For driving tours, size usually isn't a consideration. For destination tours, it may be. If your tour will exceed 20 cars you will need to consider breaking your tour into 2 groups of no more than 10-15 cars per group, and with each group having a group leader and back door. For groups larger than 30, the tour leader should also consider an experienced volunteer to run mid pack.

Food: Will members bring a lunch or dine at a restaurant? Both are popular with members. For planning purposes, a picnic lunch is much easier.

Length: Before driving the route, check a map for approximate mileage to ensure it's within reasonable limits for both miles and estimated driving time. A typical one day tour length is 100 to 175 miles, but tours have ranged from 20 or 30 miles enroute to breakfast, to as much as 250+ miles. Routes of 175+ miles often consist of a scenic tour, followed by an easy return. For example, Highway 49 to Graeagle (on Highway 89), then returning to Sacramento on Interstate 80.

Longer tours are usually multiday, leaving on a Friday and return on Sunday. Two examples are the annual Mendocino tour and the San Simeon tour.

Initial Route Check-out:

An easy way to initially checkout a route is Google maps. For example, if your starting point is Niello Porsche in Rocklin, enter Niello's address into your browser. Expand the thumbnail-sized map and then drag the fat little hand to follow your route.

Test Drive. Test drive the route, preferably on the same day of the week and time as the tour is to take place, to get an accurate assessment of the traffic conditions your tour may encounter. Check for reasonably smooth roads (tours over dirt or very rough roads are not popular).

Route Instructions. Write route instructions as you drive, looking for easily identifiable markers at turns and rest stops. Include the time and mileage at each major turn. Having accurate mileage on your first drive is a desirable goal, often not possible as the first drive involves U-turns, checking different routes, etc.

Photos. Take your camera along. Snap pictures along the route and at the destination, for use in your advertising. Another source of images is the destination's website.

Select Stops. Pick out rest (bathroom) stops, no more than one hour apart. Check that parking at the rest stop can accommodate the anticipated number of cars.

Re-Grouping. Check for places to re-group. Places selected, whether a parking lot or road shoulder, must safely accommodate the number of cars in the group while pulling over, parking and reentering the highway. Tours with more turns, stop lights/signs and traffic require more frequent re-group points.

Points of Interest. Note points of interest, scenic stops and historic sites. These are good places for a rest and stretch break, even if they don't have bathrooms.

Starting Point. Select a starting point convenient for your route. Shopping center parking lots work well, but keep local merchants happy by parking away from the stores.

Niello Porsche, in Rocklin next to Interstate 80, encourages us to begin events at their dealership. If you want to start at Niello's, contact Kim Nelson, our designated Niello liaison, who will then contact Niello's liaison. Do not contact Niello directly. Niello's is happy to accommodate us, and they will usually open early, and provide coffee and restrooms.

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### 3.2. Preparing an Estimated Budget

Prepare an estimated budget, three to four months before the tour, using the SVR Budget and Reconciliation form. (The form, with instructions, can be downloaded from the “library” section of SVR’s website:

[www.svr-pcaa.org](http://www.svr-pcaa.org). The budget must be presented to the tour chair who can then present the budget to the board for final approval. Tour leaders are also welcome to present their budgets as we

#### Fees:

Charge enough to cover expenses and provide a small margin for Club profit, \$1.00 or \$2.00 per car. Even if expenses are minimal, consider charging \$3.00 to \$5.00 per car. Keep in mind that most people believe an item is worth what they pay for it. Charging little or nothing may result in low registration and a larger number of “no shows.”

A high tour fee is acceptable, if members perceive believe the event justifies the cost. For example, a large number of members paid \$74 per couple for a tour to Preston Castle in Ione, which included wine tasting, dinner and music (September 2009).

Per car or per person fee: For tours, expenses are usually proportional to the number of cars, not the number of people, so a per-car fee is most frequently used.

Destination Admission fee: If you’re attending a destination that charges a fee, you have choice of having attendees pay at the destination or collecting the fee as part of the tour fee. Examples: Auto museums usually have a staff ticket seller/taker, so it’s simpler to have each attendee pay as they enter. This also eliminates handling differences between senior, adult and child prices. Wineries with a tasting fee prefer to get one check for the group, so the tasting fee would be added to the tour fee.

#### Expenses:

Printing: You can print flyers, route instructions and other handouts at home or have it done commercially. If you print at home, using an estimated cost per copy times the number of copies is sufficient. For commercial printing, always ask for an estimate before having any printing done, particularly when color printing. FedEx is very expensive. Staples or Office Depot tend to be more reasonable.

Supplies: Office supplies, such as clipboards, sharpies, pens and stick-on labels for use as name tags will be needed. For your first tour, you may choose to borrow supplies. If you plan on leading more than one tour, purchase what you need. You should also pack a small first aide kit in the case of an emergency.

Automobile Wear and Tear: SVR currently provides reimbursement at the rate of ~~50~~ twenty cents per mile, chargeable twice per tour (once for the initial check ride and once for driving the tour).

Club Profit: Add \$1.00 to \$2.00 per car or person to your estimated expenses. The club would like your event to breakeven.

#### Obtain Approval of the Budget:

Email the budget to the ~~Tour Soeial~~ Director for approval at the next board of directors’ meeting. Or, you may choose to attend a board of directors’ meeting to discuss your event. If you prepare your budget late, the ~~Tour soeial~~ director can expedite approval by getting Board approval via email.

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## 4. Coordinating with the Destination

### Telephone Coordination:

Contacting the destination should be one of your first steps in tour planning. A call or email well in advance allows you to select a date of your choice or select a suitable alternate date or destination.

Depending on the size of the destination, ask:

Is the facility available for your preferred date and time, or does another group already have it booked?

Does the destination charge a fee? Is a group discount available?

What are the days and hours of operation?

Are guided tours available? What does the tour cover? How long is the tour? What times or how often?

Will it be private, just for our group?

Is parking space available for the number of cars you expect?

### Meet the Contact:

Personally meeting the contact at the destination is very helpful and a good ice-breaker. In a face-to-face meeting, you'll have more time to ask questions, and the contact will offer suggestions for which they may have not taken the time during a phone conversation. Walking around the destination will also provoke new ideas which will improve your tour.

### Confirmation:

Confirm arrangements with the contact a week to ten days before the event, then again the day before the event. Even the best destination contacts have been known to go on vacation or unexpectedly take off sick, forgetting to tell anyone else to expect your group.

## 5. Marketing the Tour

"How do I get the word out? I don't want to spend a lot of time planning an event and have three people show up! How do I write an ad? Where do I advertise? When do I start advertising? How often? Where can I get help?"

While there are a few events that fill up based upon word of mouth alone and do not require advertising, they are few and far between. For the vast majority, advertising makes the difference between a good or disappointing turnout. Higher cost tours generally require more advertising.

See "Advertising Your Event" in the "library" section of the SVR Website, [www.svr-pca.org](http://www.svr-pca.org). This helpful piece discusses what, when and where of event advertising. Also, past issues of the Drifter, available on the website, have many examples.

Having RSVP and having a cut-off date in your marketing is recommended. It will give you an earlier indication of attendance. It will also increase attendance, since a member who has emailed that he/she will attend is more likely to do so than one who hasn't. A reasonable cut-off date is five to seven days prior to the event.

Be sure to have the tour chair request that your event be included in the monthly club e-blast. E-blasts are a great way to reach a lot of our members, and serve as friendly reminders to remember to register and send in their checks.

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## 6. Pre-Tour Registration

As emails and calls arrive, create a tour roster by entering the registrant's name, email address and passenger's name into a Microsoft Word document or Excel Spreadsheet. The roster also permits tracking the number of registrants, so you can cut off registration for tours with a limit on the number of attendees, or increase advertising for tours with lagging registration.

For email registrants, reply with an acknowledgement, such as, "You're on the list, I'm happy you're joining us," etc. If the registrant doesn't specify whether he/she will have a passenger, send back an email asking.

Optional, but helpful: Set up a broadcast email for notifying registrants of changes in, or news about, the tour. As registrations are received, add their email addresses to the broadcast email.

## 7. A Month Before the Tour

**Destination Coordination:** For destination tours, call or email the destination contact to review and confirm preparations.

**Insurance:** Email a request for a Certificate of Liability Insurance to Vice President one month before the tour date. In your email, name the counties through which you will pass, as the Vice President must provide them to PCA when ordering the Certificate. Example:

"Please order a certificate of insurance for the Anchor Steam Brewery Tour on July 24. The tour will pass through Sacramento, Solano and San Francisco Counties."

The tour cannot be held without a Certificate of Insurance.

If the event is cancelled, notify the Vice President, so he/she can cancel the tour insurance, saving PCA the cost of the insurance premium, which is purchased on a per-event basis.

**Mandatory Forms:** Verify you have received the "mandatory forms" mentioned above (Section 2). If not, contact the [tour](#) chair immediately.

Once you have decided on the tour route, have the club's competition and safety director review your route plans from a safety standpoint and also forward a copy to the tour chair for input as well.

## 8. One to Two Weeks (up to the day) Before the Tour

**Paperwork:** Verify you have received the PCA Certificate of Insurance. If not, call the [tour](#) chair immediately. The certificate must be with you on the tour.

**The route:** Preferably, drive the route on the same day of the week and at the same time as the tour. Check for road closures, construction or other obstacles. Verify that rest stops are an hour or so apart.

**Optional:** Make a route map. Maps help drivers who have made a wrong turn get back on track. It doesn't have to be a work of art: a schematic drawing or highlighting the route on a "Google Map" will do the job.

**Optional:** Points of Interest. Most tours pass interesting spots. Printing comments about points of interest along the way adds variety to the tour. See the Appendix for an example.

Customize the SVR Driving Guidelines to fit your tour and your route, adding, changing or deleting information.

**Drivers' Meeting Presentation:** Rather than speak "off the cuff," you may find it easier to write out a drivers' meeting presentation for your first tour or two.



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The presentation can include

- a welcoming of new members, guests, Board officers and Zone 7 representatives
- an introduction of the co-leader
- any last minute changes to the tour, such as a change in route
- a short description of the route
- a few words about what to expect at the destination
- a review of the SVR Driving Guidelines [per guidelines](#)
- whatever else you consider relevant
- [an introduction of your back doors](#)

See the Appendix for an example of a drivers' meeting.

Handouts: Prepare a driver's packet, which could be one page (the route instructions) or several, including:

Route instructions.

Driving Guidelines, often printed on the back of the route instructions.

Route map. (Optional, but encouraged.)

Tour roster, listing attendees names and color and model of cars. (Optional, but helpful for remembering each others' names.)

Points of interest.

[Tour leader and co-leader cell phone numbers](#)

Registration is easier if the above items are collated into a "tour package" in advance, so you hand out only one item per car, instead of several.

Drifter Article and Photos: Articles and photos in The Drifter are very popular with members. Many of our new members joined as a result of reading Drifter articles and seeing photographs of members enjoying Club activities.

You can write the article yourself, or ask another member to do so. You may have to ask several, but you'll nearly always find a volunteer. The best candidates are those you've seen on other tours or who seem particularly interested in this tour. A phone call works better than an email.

If you haven't found somebody in advance, ask members at the starting point, before you get busy with registration.

Photos of events posted on the club website are also very popular. Ask a member to take photos for use in the Drifter article and for posting on the SVR website.

Last Minute Communications: Send registrants an email with last minute instructions and comments, even if it's just a reminder of the tour, giving the tour name, date and meeting time. This last contact improves attendance, by generating interest in those who may have registered, but then became distracted by alternatives or were "sitting on the fence." It also prompts registered members who are unable to attend to notify you.

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Give the email a positive flavor. For example (substitute your own information):

This should be a fine day. We have an interesting and scenic route, temperatures are projected to be in the mid-70s, mostly sunny with a few clouds and traffic should be light.

A few reminders ...

Food: Bring a lunch or purchase in Graeagle. The Millworks, across from the park, makes sandwiches, soups, etc.

Recommend: Sun block, a picnic blanket, a camera, munchies for snacking along the way and a two-way radio (Channel 6.0).

Arrive with a full tank of gas.

Tour fee: \$5.00. Please make checks payable to PCA-SVR.

Meet at Niello Porsche, 4525 Granite Drive, Rocklin. Click [here](#) for a map to Niello's. Registration 8:30. Depart 9:00.

Questions? Chuck Smith, event chair, [membership@svr.pca.org](mailto:membership@svr.pca.org) or 916-791-4864.

Final Coordination with the Destination Contact: For destination tours, email/phone the destination contact to review and confirm preparations. Even the most conscientious contact unexpectedly misses work now and then. This last call or email ensures your tour will be welcomed instead of being greeted with surprise.

## 9. Day of the Tour

You may wish to print the following and use it as a checklist.

### 9.1. What to Bring to the Drivers' Meeting

Mandatory Forms:

- PCA Certificate of Liability Insurance
- PCA Observers Report
- PCA Incident Report
- PCA Guidelines for Observer and Incident Reports

Leader's Clip Board (legal size works best) containing:

- Drivers' meeting presentation
- SVR Driving Guidelines
- Route instructions
- Route map
- Roster of attendees with blank lines at the bottom or a separate sheet, for those who show up without first registering (2)

Registration Materials:

- PCA Release and Waiver of Liability on a clip board (legal size works best)
- PCA Release and Waiver for Minors in Restricted Areas, Driving or Riding. Note: Releases and Waivers must be printed in color to make the red sentences stand out.
- Stick-on name tags for attendees without name tags
- Sharpie marker pens for the name tags
- Pens to sign the releases
- Cash for change (\$1, \$5, \$10 dollar bills)

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Drivers' Packets, one set per car:

- Route instructions
- SVR Driving Guidelines
- Route map
- Attendee List
- Flyers for upcoming events

## 9.2. Registration

Arrive at the event's starting point at least fifteen minutes before the advertised registration time (earlier for large groups). You'll find club members waiting for you, happily chatting away.

Find a convenient place to register. If starting in a commercial parking lot, register away from the businesses, to avoid occupying customers' parking spots.

Registration consists of participants signing the liability release, paying the tour fee and receiving a Driver's Packet.

For smaller turn-outs, the leader and co-leader can handle registration. For large turnouts, a third person is helpful.

To avoid confusion and ensure all participants have signed the liability release(s), meeting PCA's goal of "substantial compliance," the following procedure works well:

One person hands attendees the liability release(s) clip board. For larger turnouts, two clipboards with releases speed the process. All adult drivers and passengers must sign the releases; parents must also sign the Release and Waiver for Children. The leader, co leader and their passengers must also sign the liability release(s).

To more easily track who has and hasn't signed the liability release, it helps to have both driver and passenger sign on the lines next to each other. To accomplish this, place a Post-it below each signature column, the left Post-it labeled "Driver" and the right labeled "Passenger," both with an upward-pointing. As you hand each member the clip board, remind them to both print and sign. Signed names are often illegible.

The second person collects tour fees and check marks names on the roster, indicating payment. Verify that checks are made out to PCA-SVR and are for the correct amount.

The third person (second person for smaller turn-outs) gives participants a Driver's Packet, only after both driver and passenger have signed the release(s) for themselves, for their minors and paid the tour fee.

Comment regarding signing releases: Experience demonstrates about 60% to 70% of attendees sign the release, when signing is done in a casual manner, for example, by handing the clipboard to a member and assuming it will get passed to all. The "substantial compliance" criteria may not be satisfied.

## 9.3. Conducting the Drivers' Meeting

Start the drivers' meeting on time or very close to it. Welcome new members, guests and co-leader, then proceed with information you consider important. [Thank Niello for hosting the start and perhaps introduce the Niello Porsche manager on duty.](#)

Always review the SVR Driving Guidelines.

## 9.4. Arriving at Lunch Stop or Destination

At the lunch stop or destination, a short meeting is appropriate to remind attendees of what comes next.

Driving Tour: Announce whether this is the end of the tour or not. If so, people are released to do whatever they choose. If not, announce a departure time for the continuation of the tour. An hour works well for lunch, giving time for munching and socializing.

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Discuss whatever else you feel is important or is of interest.

Destination tour: Discuss the arrangements which have been made with the destination. For example, if a guided tour has been arranged, what time will it start? Do members go all at once or break into smaller groups? Is lunch before or after the tour? Do attendees regroup after the event to travel to another stop? If so, what is the departure time? Or, do attendees return independently?

To reduce potential liability, announce that "This is the end of the tour," as early as appropriate. If the event is a destination tour and people are returning independently, you may choose to end the tour upon arrival at the destination. If a winery tour, many leaders designate the last winery as the end of the tour.

Newly adopted PCA tour guidelines require that the tour's lead car and back door car for each group of cars have a minimum of two persons, the driver and passenger. This is a new safety rule and procedure that allows the driver to not have to deal with communicating with his group and to allow the driver to concentrate on driving.

## 10. After the Tour

Use black ink when filling in forms, since they will be reproduced or scanned. Blue ink reproduces poorly.

### 10.1. Income and Expenses

Send to the Treasurer within ten days of the tour:

SVR Budget and Reconciliation form, with the second column filled in

Tour fees and Fun Bucks

Do not mail cash, write a personal check or get a money order for the cash amount. Make the check payable to PCA-SVR. Make copies of the Budget and Reconciliation form and of the checks for your records and in the rare event checks are lost in the mail.

For large tours, you may choose to deliver the checks or use certified mail, "return receipt requested." (It's not much fun to call twenty or thirty people and ask them to send replacement checks.)

### 10.2. SVR and PCA Mandatory Forms

To be completed within five days of the tour:

PCA Observer's Report

PCA Post Event Report

The observer's and post event reports are completed online and are automatically forwarded to the club's vice president.

PCA Release and Waiver of Liability forms

PCA Incident Report (if there have been incidents)

An incident report should always be completed should there be an accident to a driver or physical injury to a participant or to property.

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### 10.3. Drifter Article

Ideally, articles are written soon after the event, while the author's memory is still fresh. The article can review the highlights of the tour and mention interesting or humorous happenings. Include a thank you to the co-leader and anyone else who helped out. For destination tours, thank the destination event coordinator, tour guide or anyone else who was helpful.

Photographs always add interest. Don't forget to include a photo of you and the co-leader – you've earned some recognition.

Submit the article to The Drifter editor electronically. Email for the editor is [editor@svr.pca.org](mailto:editor@svr.pca.org).

### 10.4. Website

Photos of events, showing members enjoying Porsche activities with their Porsche friends, are very popular, both among attendees and non-attendees. They also serve as good advertising for upcoming events and for recruiting new members. Any attendee can submit photos for posting on the SVR website, [www.derporsche.net](http://www.derporsche.net). Email photos to the webmaster at [webmaster@svr.pca.org](mailto:webmaster@svr.pca.org). The webmaster's email address is in on the SVR website, in the membership directory and on the Drifter Masthead. The jpeg images can be any size.

After the photos have been posted, notify the Social Director, who will add a notice to the Event Schedule that photos are available for viewing on the website.

## 11. Appendix

### 11.1. Planning and Leading a Tour Checklist

#### Four Months Before the Tour

- D Select a route and/or destination.
- D For destination tours, (tours to an auto museum, restaurant, winery, etc.), contact the destination to ensure the tour group's size, date and time desired can be accommodated.
- D Test drive the route and visit the destination.
- D Prepare an estimated budget.

#### Three Months

- D You will receive a package from the Social Director containing the information and forms necessary for the tour.
- D Prepare initial advertising.

#### One Month

- D Request a Certificate of Liability Insurance from the Vice President.
- D For destination tours, email or phone the destination contact to review and confirm preparations.
- D Verify receipt of Mandatory Forms.

#### One to Two Weeks

- D If the Certificate of Insurance hasn't arrived, call the Vice President immediately.
- D Drive the route to check for changes, such as road work or detours.
- D Finalize the route instructions.
- D Review and tailor the SVR Driving Guidelines to fit your tour.
- D Prepare a drivers' meeting presentation.
- D Assemble a Drivers' Packet.
- D Recruit a volunteer to write a Drifter article and another to shoot photos for the Drifter and website.

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- D Last minute communications.
  - D Final coordination the destination contact.

After the Tour:

- D Send post-tour paperwork to the Treasurer, Vice President and Social Director
- D Submit Drifter article
- D Submit photographs to the Club website.

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11.2. Sample Drivers' Meeting

## Silver Lake Tour

Saturday, August 14<sup>th</sup>, 2010

Drivers Meeting

Welcome to the Silver Lake Tour. I'm ....

Introduce:

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Chuck and Jadz Miller. Chuck is our co-leader.

Carl and Suzie Brakensiek. He and I led this tour five years ago Saturday, August 13, for the Club. We had just under 40 cars and about 70 people.

John and Tina Murphy. John is our webmaster. If you shoot photos today, email or CD them to John and he'll put them on the web site.

Do we have any guests that are not members of the Porsche club?

Is this anyone's first time on a Porsche tour? Raise your hands...

The Route:

The tour starts by traveling south on Latrobe Road, through Plymouth then into the Shenandoah Valley, zinfandel country, stopping at Latcham Vineyards for a private wine tasting. They usually open at 11:00, but for us, 10:30.

Continuing east, we'll climb Omo Ranch Road through Omo Ranch, a former a lumber milling town, to Highway 88. We'll stop at two spectacular view points, one overlooking the Bear Valley, the other looking north toward Pyramid Peak. Line up the cars when parking so we can get some good shots.

Kit Carson Lodge, on Silver Lake, is no longer serving lunches, so we have the owner's permission to lunch on their deck. We'll take an hour for lunch, giving time to do a little exploring. Silver Lake is a beautiful place to visit when fall colors appear.

After lunch, we'll go back down Highway 88 to the Pyramid Peak overlook, then onto Silver Fork Road, great for Porsches and finish at the Forester Pub and Grill in Camino.

Rik Larson, our Vice President, will talk about upcoming activities.

Review Driving Guidelines.

Any questions?

\*\*\*\*\* End of Drivers' Meeting \*\*\*\*\*

At Kit Carson Lodge, half way through lunch:

The Lodge owner will give a short presentation about the lodge (she let us use her deck---free).

Carl Brakensiek will give a presentation on radar detectors.

Doug will give a presentation on hand-held radios.

John Murphy will discuss the club website and types of information thereon.

Discuss volunteering.

Encourage attendees to stroll around and check the grounds and Silver Lake.



normally you will be able to see both the car in front and behind.

2. At each turn, make sure the car behind you makes the turn. You may need to pause until it catches up.

### 11.3. Points of Interest Along the Route

Note 1. The Oregon Creek covered bridge, built in 1860, spans the Yuba River a half block upstream to the right.

Note 2. Indian Valley. Native Americans summered here, extending five miles upstream, for over 4,000 years.

Note 3. Downieville. In 1850, over 5,000 people wintered in the gold-rich area of Downieville. It served as mining supply center for the Yuba River region, providing restaurants, gambling, culture, companionship and the opportunity to share ideas and techniques about mining. Current population 325. Mountain biking is currently the most popular recreational activity, with the nationally recognized Downieville Classic taking place July 9-11.

Park in the FoodMart/Downieville Motors lot, being careful not to block driveway of the tow truck parking area. Additional space is available in the town center lot, across the street. Two additional lots are up main street ¼ block.

Bathrooms are available at FoodMart/Downieville Motors under the "Hot Showers" sign. Also, in the small, tan Visitors' Center, diagonally across the town center lot.

Downieville Museum two blocks up Main Street.

Note 4. Sierra City. Prospectors found placer gold here in the early 1850s. By 1851 hard rock miners were tunneling mountains, with the largest mine being the Sierra Century. It produced gold through the 1930s, shutting down prior to WWII.

Note 5. Bassetts Station. In the 1860s, an inn known as the Hancock House occupied this site. In the 1870s, the Yuba Gap wagon road was completed, connecting the Sierra Valley to the east and the Sierra City/Downieville area. At the same time, Jacob and Mary Bassett bought the Hancock House, and expanded the site, building a sawmill, two barns, a blacksmith shop and restaurant. By the turn of the century, the Bassetts were accommodating large numbers of tourists visiting the Lakes Basin.

Bathrooms are in the cinderblock buildings on the left (next ones are 45 minutes away). We'll regroup two miles up Gold Lake Highway at the Sierra Buttes overlook.

Note 6. Sierra Buttes elevation 8,591. The Lakes Basin plateau elevation is 6,500 feet.

Note 7. Graeagle. Originally brought to life by the pioneers of the timber industry, the town of Graeagle was the site of the Graeagle Lumber Company and its "Box Factory" owned by the California Fruit Exchange. Thousands were employed to build boxes for shipping fruit and vegetables in the 1920s, 30s and 40s. Modernization closed the mill in 1956 and the town was acquired by the West family in 1958.

Sandwiches and salads at the Mill Works restaurant (good coffee). Sandwich fixin's (make your own) and drinks at the Graeagle Store just as we're entering town.

~~Bathrooms at the Chevron station, the Mill Works restaurant (good coffee), and the restaurant next to the park.~~

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Note 8. Bar of America is in Truckee at the corner of Donner Pass Road (the main street) and Bridge Street, at the first stop sign entering Truckee.



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# Tour Driving Guidelines

## A “How to” Guide

*The following items are suggested as general guidance. Since each tour includes its own special circumstances, tailor the needs. The final tour guidelines must be reviewed at the drivers' meeting and each car should receive a copy. Well thought participants of tour protocol, provide safety tips, advise of important navigation or road conditions and perhaps provide a the rare event of an accident.*

*(Tour leader: Delete this italicized paragraph. It is not part of the Driving Guidelines)*

### Handheld Radios and Cell Phone Numbers:

1. We will use Channel 6, Sub-channel
2. If you don't have a radio, let us know; some tour members carry spares as loaners.
3. We use radios primarily for safety. Please stay alert and warn others about road hazards like turkeys, deer, rocks, bicyclists, and on-coming drivers who ignore the center line.
4. If you're in the middle of the group, help us relay information to those behind you since radio signals are line-of-sight. Hilly terrain that is best suited for Porsche roads.
5. \_\_\_\_\_ (co-leaders name) and my cell phone numbers are at the top of the tour driving instructions.

### Safety:

1. Keep your headlights on. This helps keep the group together and more easily identifies the cars behind you. Motorists with “lighted” cars often pull over and let them by.
2. Use turn signals to alert the car behind you of a change in direction. Turn them on early to give the car behind you plenty of time to react.
3. Spread out. Leave space between cars, since we may need to make a sudden stop. As good as Porsche brakes are, they are not unnecessary risks. You should have enough spacing between cars that you can read the license plate of the car in front of you. This will encourage other cars to merge into our tour.
4. In the event you pass a car that's not in the tour, do not slow down after passing. Instead, maintain your speed so there is room to pass.
5. *There will be no “radio passing.”* If you can't see to pass safely, wait until you can.
6. If you need to stop for any reason, wave other cars by, so they don't assume the tour group is stopping and pull over by the side of the road.
7. If you do pull over, the “back door” will stop to assist you.
8. If you prefer a faster pace, move towards the back of the tour. For a more leisurely pace, move toward the front.
9. Some of the roads we'll be traveling are narrow, with abrupt turns. Some have little or no shoulder and no guardrails. **and below your limit. If you feel uncomfortable, slow down.** You won't be left behind.
10. The consumption of alcohol or being under the influence of drugs is prohibited during the tour.
11. Passing other members in the tour, reckless driving, speeding, and not obeying the rules of the road are grounds for disqualification at the sole discretion of the tour leader or co-leader.

### Staying Together:

1. Always keep the car behind you in sight. The car in front of you will be doing the same thing so normally you will be in the car in front and behind.
2. At each turn, make sure the car behind you makes the turn. You may need to pause until it catches up. Don't worry about being abandoned; the cars ahead of you will be slowing down to make sure you don't get left behind.
3. If you do lose sight of the car behind you, particularly on a section of the tour where the driver may have made a wrong turn, use your cell phone to let us know so we can adjust the pace. This will also alert the “back door” to begin looking for the lost car.

