

## **DAY TRIPS (Bus Trips)**

Day trips may be arranged for travel by bus or by auto. When interest is shown in events, such as a shopping trip to a quilt shop(s), a visit to a quilt museum or display or an event within a day's travel, arrangements can be made.

Auto trips should be publicized in time to secure drivers from the membership and to arrange any other details that are necessary.

Bus trips may be arranged through bus companies in the surrounding area by a volunteer or appointed leader from the Guild. The procedure that follows is for a general trip. If other bus trips are desired, arrangements would be made in a similar manner.

The trip leader needs to: Contact several bus companies to make a price and bus capacity comparison, deposit fee policy, cancellation policy, etc.

Make a selection based on the information received. Set up the date, place from which to depart Chambersburg and where to pick up additional riders. Complete arrangements with a signed contract.

Publicize the trip in the Bee Line at least 2 months in advance of trip and each monthly newsletter until departure. Supply sign-up sheets on the information table at Guild meetings. Determine when payment has to be in, when sign-up will be open to members of the Guild and other guests.

Supply name and phone number so people can make further inquiries.

Request show tickets or admission information and check on deadline date for preregistered tickets. Information can be obtained from show brochures or website. The trip leader gets a free ticket to the show, however, must pay for their bus ticket and dinner.

Make dinner reservations at a restaurant of your choice. Add an additional reservation for the bus driver.

Have a list of all participants and make sure all are on board before leaving each location. When the bus arrives at the show or event, the leader will enter the venue (while everyone else remains on the bus) and inform the show host of the name of our group. Someone from the show will board the bus and give out arm bands and programs.

The price paid by the participants and collected by the trip planner should include: the bus trip, the bus driver's gratuity, the ticket to the show, the evening meal and gratuity IF the meal is a buffet. Participants pay individually if a restaurant is selected where each person chooses from the menu.

The trip planner should turn individual checks or monies received into the Guild Treasurer. In turn the Treasurer will write one check for each event the trip planner will distribute.

Revised May 2024