



WPTA EVENT GUIDELINES

• First and foremost this document should be considered guidelines and not rules. We are hoping that these guidelines help an event coordinator to create a successful event, but they don't have to be followed to the letter.

ALL EVENTS:

• It is important to send an article describing your event to the newsletter two issues before the date of your event. The article should include all critical information such as date and time of event, meeting place, directions, any costs involved with the event, etc.

• Remember the newsletter article is your advertisement so the more you talk up your event the better the chance that you will have a good turnout.

• Most of the WPTA events do not require an RSVP. There are some exceptions such as the holiday party. If you are going to require an RSVP then you should make sure that is very clear in your article as most members will not be expecting to have to RSVP.

• If your event includes a restaurant, pick a restaurant that is moderately priced and has a variety of items on its menu. Preferably the restaurant would have a variety of beverages available for consumption. If you have to vary from this then it would be a good idea to mention the specifics in your newsletter article.

• A follow-up article for the newsletter is also important. This will entice members to come out to future events once they realize how much fun they are missing out on. Also, we like to get as many names and faces of members in the newsletter as possible.

DRIVING EVENTS:

• Pick a starting point that is easy to find and in an area that isn't too congested. Remember that there will be a lot of participants trying to find the starting point in an unfamiliar area. It's also best if the starting point is near a gas station and a bathroom if possible.

• It's usually a good idea to have a driver's meeting before the event starts. This is a good time to determine start times as well as discuss some of the following bullet points.

• You may want to ask everyone to turn their headlights on during the run. It's a good way to spot the other cars participating in the event plus it makes for a safer event as our small cars are easier to spot with the headlights on.

• You may want to have drivers without navigators run in the middle of the pack so they can follow the cars in the front, and the cars in the back can reel them in if they get lost.

• Depending on the number of participants, you may want to send everyone out in three different groups. Send the "fast" group out first so they will have clear running) and the "slow" group out last. The middle group, if needed, would be those drivers that like to drive a little briskly but also like to sightsee a little. The "fast" and "slow" groups are pretty self explanatory. Each group could include sub groups if there are a lot of cars in a particular group. The first and foremost reason for splitting into groups is for safety. Three cars are about perfect, five is pretty full and more than five can quickly become unwieldy and dangerous. The car leading the group has to spend way too much time watching his rear view mirror, when the group is too large. The best way to handle group sizes is to encour-

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age the participants to make up their own groups of three, four or five. Another issue with large groups is that, in the case of the slower moving groups, they tend to impede normal traffic flow and upset the local residents who get stuck behind them.

- Bathroom stops are best if scheduled every hour to an hour and a half. The number of bathroom stops will of course be determined by the length of the run. Figure on timing the bathroom stops at the pace of the middle group mentioned in the bullet point above. Figure around every 25-30 miles of travel each hour on average including pit stops. Using this average will also help you to determine when you will arrive at the final destination.

- Anticipate that there might be breakdowns on the event. If you have a cell phone you may want to include the number on the driving instructions for participants to contact you in case they are having mechanical problems.

- Try to avoid gravel or dirt roads along the route. If you must include these types of roads then you should mention the approximate distance of these types of roads in the newsletter article and/or the instructions. You can also give participants alternate route instructions that will avoid the gravel and/or dirt roads. PennDOT has a bad habit of "tar and chipping" country roads the day before an event. The only way to know about this in advance is to perform a final route reconnaissance the evening immediately preceding your event if time permits. If the event sponsor/planner can't do it (for whatever reason), they can try to find another club member willing to check it out for him. This may result in some last minute revisions to the route instructions that may result in reprinting/coping the route instructions or communicated to the participants in the driver's meeting. Everyone on the event should already realize that they may have to drive over "tar and chip" roads but that you have done everything that you can to minimize this occurrence.

- Pretty much everyone on the run will be driving sports cars and most of the drivers prefer country roads over congested areas. Try to avoid such areas as much as possible during the run. It's easy to lose part of the group at red lights and our cars tend to overheat when sitting in traffic on a hot summer day. Use a good mix of roads with painted lines (i.e. state routes, Rt 19, Rt 60) and roads without painted lines (i.e. SR or state rural roads, SR4065, SR1090). The roads with painted lines will enable everyone to travel longer distances pretty quickly while the roads without painted lines will provide plenty of twisty roads and country sightseeing. You may want to use the DeLorme Atlas & Gazetteer series of back-road atlas when planning and organizing a tour event. They make it very easy to plan a route around all of the congested/built-up areas, and find routes parallel to the routes used by the masses.

- A driving event can be a stand alone event or you can combine pretty much any other activity that interests you with the run. If you enjoy a particular activity then the chances are that others on the run will enjoy it also. The club has explored caves, toured historical areas, driven go-carts and everything else imaginable during driving events. Just remember that trying to cram too many activities into a tour event can make it too long of a day for many participants.

- Use large enough print in the driving instructions so the navigator can read them. It's also a good idea to double space the instructions so they don't seem cluttered. Continuous mileage is preferred with the odometer set to 0.0 at start the starting point. Indicate items such as stop signs, red lights, a "Y" or "T" in the road and include instructions on what to do when approaching these items (right at "T", straight at stop sign). Indicate routes by number and direction and roads and streets by name if possible (right at Rt 199 north, left onto Bourbon street). An example of instructions are as follows:

0.0 Turn left out of parking lot

0.9 Stop Sign – Turn left onto Route 519 South

3.7 Red Light – Continue straight

7.2 "Y" - Bear right

9.1 Stop Sign – Turn left onto Pittsburgh Street

- Most folks will be hungry and thirsty after the run so you may want to have the event finish at a restaurant. Those that are not interested in eating can always head home at that point.

- It's probably a good idea to provide directions from the finishing point back to civilization. Many times participants won't be familiar with the area where the event ends and will need a little help finding their way home. Directions to the nearest limited access highway (I79, I70, 60N, Rt28, Turnpike) should be sufficient.