SO YOU WANT TO PLAN: TRIPS

GREAT!

SERIOUSLY
(NO EXCEPTIONS)

START PLANNING EARLY

BUT FIRST THINGS FIRST...

(Click the boxes!)

1. Three weeks out
   - Make sure the destination is within New England
   - Find van drivers in your club or register for certification
   - Reserve vans through Facilities
   - Get a full list of RSVPs from your members

2. Two weeks out
   - Request SAFC Funding
   - Register for the event/conference/tournament
   - Book hotels via Student Activities
   - If necessary, apply for a Board Transfer from Dining

3. One week out
   - Purchase any snacks/food allocated
   - Get directions and assign navigators
   - Confirm lodging reservations and parking details
   - Remind members of transportation logistics

EVENT DAY AND AFTER

- Keep all toll and purchase receipts
- Fill up vans on gas before returning to campus
- Return all purchase receipts to Student Activities
- Fill out a Post-Event Survey Form