

2012 Four Club Tour

Task List – Green completed - Red Still to be Done

David Palmeter - Overall

1. Coordinate overall activities
 - a. Send Task List (as attachment) to each staff member with their specific section in the body of the email
2. Maintain web info
3. Maintain Task List
4. **Maintain Staff List**
 - a. **Shuffle –**
 - i. **Graft to train ride**
 - ii. **Newhart to bus**
 - iii. **Harryman to bus**
 - b. Provide to Andy for badges
5. Put four maps to layouts on web site and give touring clubs access
6. Write 'Special Train Ride Instructions' to non-bus tour folks by June 1
 - a. Noblesville Street Dance parking
 - b. Museum to Bolden's trip
 - c. Last train ride not a round trip
 - d. Road construction
7. Train Ride Info - The buses will start by disgorging Tour folks at Bolden's (White River Station? Confirm) in downtown Noblesville (north of the courthouse) and the folks will board the train there. The train will take them north (15 minutes) to the Forest Park trailhead that crosses the track and runs right behind Lance's yard. They will unload from the train at the trailhead and walk to Lance's layout, tour the layout, then walk back to the trailhead and board the train (30 minutes total). The train will take them (10 minutes) to Hobbs Station (ITM Museum) for a quick (20 minute) Museum tour. Their bus will have moved from Bolden's to the Museum parking lot where they will board and be off to the next layout. Overall, from the time they first board the train to the time they finally depart on their bus for the next layout should be one hour and 15 minutes.
 - a.
8. Organize Train Ride crew
 - a. Contact train ride volunteers and assign tasks – email first, then call
 - b. Swap Charles Graft in?
9. ITM needs final passenger count 3 days before event
10. Get final Bus Guides
 - a. Provide instructions
11. Update all other groups
12. Get maps and schedules to appropriate people
 - a. Ron
 - b. Bus guides
 - c. Traffic controllers
 - d. Other?
13. Wrote President's letter

Randy Banks

- Layout

1. Contact helpers and discuss assignments
 - a. Bus traffic
 - b. Railroad operation

2012 Four Club Tour

Task List – Green completed - Red Still to be Done

2. Provide water for Tour folks and, if you choose, snacks also

- Route Maps

1. Tentative map for each club completed
 - a. Changed route in Broadripple
 - b. Update around construction problems
2. Schedule details complete

Lance Brock

- Layout

1. Contact helpers and discuss assignments
 - a. Cul-de-sac traffic
 - b. Garden Railroad operation
2. Provide water for Tour folks and, if you choose, snacks also

- Train Ride

1. Coordinated with ITM
2. Have contract
 - a. Four trips – Bolden's to Brocks to Museum
 - b. Two 55 passenger, non-A/C coaches
3. Total fee of \$500 has been paid

Jeff Carter

- Layout

1. Contact helpers and discuss assignments
 - a. Bus traffic
 - b. Railroad operation
2. Provide water for Tour folks and, if you choose, snacks also

Andy Chester

- Layout

1. Contact helpers and discuss assignments
 - a. Bus traffic
 - b. Railroad operation
2. Provide water for Tour folks and, if you choose, snacks also

- Name Badges

1. All available names have badges
2. Remainder to be completed as names are determined

- Valpo Invitation

1. Turned over to Ron

Marion Hensley

- Coordinate headcount

1. Bus people and individual tour folks

- Money and Tickets

1. Collect money from clubs and individuals
 - a. \$15 per person
 - b. **Everyone** that eats lunch must buy a ticket
2. Pay church
 - a. June 30 – 50%
 - b. July 13 – 50%
3. Provide tickets

2012 Four Club Tour

Task List – Green completed - Red Still to be Done

4. Collect tickets at church and coordinate with lunch count
 - a. Two-part tickets, one part lunch, other part for train ride
5. Attach 'Special Train Ride Instructions' sheet to tickets for those not on a bus

Phil Streby

- Money and Tickets

1. Help Marion with arriving buses and touring club members
2. Make sure the ticket table is handled for stragglers after Marion and Marthanna leave to help with Randy's layout.

Bud Hunter

- Separate Flyer – First of June

1. Promote Tour
 - a. Date
 - b. Price
 - c. Events
 - d. Signup

- Tour Booklet

1. Get layout and tour info, assemble and print
 - a. Club Info
 - b. Layout Info
 - c. ITM Info
 - d. President's Letter

Ron Loudermilk

- Four Club Contact

1. Sent initial letter
2. Confirmed incoming bus captains
 - a. Get cell numbers
3. Send detailed directions
 - a. There are some tricky spots on the routes
 - b. Be sure we identify that the routes we picked are bus-friendly
4. Send tour promo
5. Get head count by July 1

- Lunchtime Slide Show

1. In process
2. Give to Dan Perrott

Dan Perrott - Church

3. Have contract and insurance completed
 - a. Cost from church is \$12 per person
4. Set up slide show
5. Coordinate lunch and module activities with church folks
6. Coordinate lunch delivery with Jimmy Johns
 - a. A boxed lunch for all attendees including a selection of 8" sandwiches (including vegetarian), large chocolate chip or oatmeal raisin cookie, chips, pickle and drink.

Mel Turner (James Driesbach) - Modules

1. Organized which modules will be used
2. Setup Friday
3. Run trains and Teardown Saturday

James Driesbach - Signs

2012 Four Club Tour

Task List – Green completed - Red Still to be Done

1. Use previous or make new
 - a. His business can make signs
2. Put in place Saturday morning
 - a. Route Guidance Signs
 - b. Layout Yard Signs
 - c. Other?

Tom Meggenhoff – Cincinnati Bus Guide

- Pre-run the route for your assigned bus and schedule on a previous Saturday
- Each layout owner has given permission for you to stop to visit and learn about each layout on the pre-run
- Even if the owner is not home on that day, feel free to walk behind the house and look at the layout
- On the Tour day, meet your assigned bus and the visiting club representative
- Assure that each person on the bus gets a ticket for lunch and train ride
- Board the bus after lunch to start the Tour
- Help the bus driver find each layout
- Tell guests about each layout
- Assure that the bus stays on schedule, particularly for the train ride
- Make new friends and maybe greet some from the past
- And finally, REMEMBER that you will meet your bus at the church but will complete your tour at one of the four layouts.
- BE SURE that you have a way to get home from the final layout that your bus visits.
- Each layout will have 2 or more members helping the host, we suggest you make arrangements ahead of time with one of those member-helpers to give you a lift back to the church.

Harrymans? - Columbus Bus Guide

- Pre-run the route for your assigned bus and schedule on a previous Saturday
- Each layout owner has given permission for you to stop to visit and learn about each layout on the pre-run
- Even if the owner is not home on that day, feel free to walk behind the house and look at the layout
- On the Tour day, meet your assigned bus and the visiting club representative
- Assure that each person on the bus gets a ticket for lunch and train ride
- Board the bus after lunch to start the Tour
- Help the bus driver find each layout
- Tell guests about each layout
- Assure that the bus stays on schedule, particularly for the train ride
- Make new friends and maybe greet some from the past
- And finally, REMEMBER that you will meet your bus at the church but will complete your tour at one of the four layouts.
- BE SURE that you have a way to get home from the final layout that your bus visits.
- Each layout will have 2 or more members helping the host, we suggest you make arrangements ahead of time with one of those member-helpers to give you a lift back to the church.

2012 Four Club Tour

Task List – Green completed - Red Still to be Done

Charles Graft or Ned Newhart? – Dayton Bus Guide

- Pre-run the route for your assigned bus and schedule on a previous Saturday
- Each layout owner has given permission for you to stop to visit and learn about each layout on the pre-run
- Even if the owner is not home on that day, feel free to walk behind the house and look at the layout
- On the Tour day, meet your assigned bus and the visiting club representative
- Assure that each person on the bus gets a ticket for lunch and train ride
- Board the bus after lunch to start the Tour
- Help the bus driver find each layout
- Tell guests about each layout
- Assure that the bus stays on schedule, particularly for the train ride
- Make new friends and maybe greet some from the past And finally, REMEMBER that you will meet your bus at the church but will complete your tour at one of the four layouts.
- BE SURE that you have a way to get home from the final layout that your bus visits.
- Each layout will have 2 or more members helping the host, we suggest you make arrangements ahead of time with one of those member-helpers to give you a lift back to the church.

David Grounds? – Valparaiso Bus (15-passenger van) Guide

- Pre-run the route for your assigned bus and schedule on a previous Saturday
- Each layout owner has given permission for you to stop to visit and learn about each layout on the pre-run
- Even if the owner is not home on that day, feel free to walk behind the house and look at the layout
- On the Tour day, meet your assigned bus and the visiting club representative
- Assure that each person on the bus gets a ticket for lunch and train ride
- Board the bus (if they have room) after lunch to start the Tour
- If they don't have room, lead them with your car
- Help the bus driver find each layout
- Tell guests about each layout (if possible)
- Assure that the bus stays on schedule, particularly for the train ride
- Make new friends and maybe greet some from the past
- And finally, REMEMBER that you will meet your bus at the church but will complete your tour at one of the four layouts.
- BE SURE that you have a way to get home from the final layout that your bus visits.
- Each layout will have 2 or more members helping the host, we suggest you make arrangements ahead of time with one of those member-helpers to give you a lift back to the church.