



Planning an On the Road Again (OTRA) Event

(Revised 9-14-2021)

On the Road Again events are fun but require a lot of planning and coordination. Most OTRA events require at least 9 months to a year to plan properly.

- A. Select your destination and maybe pick a theme for your run.
- B. Coordinate the dates with the Vice President.
- C. Create a flyer describing the event to see if members are interested
 - a. Submit flyer to VP for approval
 - b. Submit flyer to Newsletter editor for publication in the Newsletter
 - c. Create a sign-up sheet and bring to each membership meetings.
- D. Review the Caravan Leaders OTRA guideline.
- E. Start planning:
 - a. Plan your route, all interstate or combination of both interstate and state highways
 - b. Identify daily stop destinations (where you will spend the night), try to keep daily driving distance to approximately 400 miles
 - c. Plan rest stops every two hours, allowing 15 minutes to stretch.
 - d. Plan to work food stops into the two hour stops with a 30-minute time limit.
 - e. Identify any side trips that can be worked into the two hour stops. Allow time for members to sightsee. Depending on the stop more time may be required
 - f. Identify hotels at the destination and for each daily destination
 - i. It is getting harder to book a block of rooms. Identify the hotel you will be staying at. Members should book at this hotel. If they choose to book one of their own choosing. The hotel selected by the event leader becomes the home base for each travel day and at the event destination.
 - g. What are you doing at the destination?
 - i. Identify daily activities (sightseeing, museum, etc.) you plan on doing so members can choose to join you or do something on their own
 - ii. Plan lunch and evening meals as a group.
 - h. Trip home
 - i. Plan a return route using the same guidelines (a.-f.) as above. However, some folks may want to travel home on their own.
 - i. Create an itinerary for both outbound and homeward bound.
- F. Planning meetings
 - a. We recommend planning at least one group meeting before the trip. That way members can ask questions and voice any concerns.
 - b. A second meeting a few weeks before leaving to firm up the event and provide everyone with the trip itinerary.
- G. A few other suggestions:
 - a. AAA TRIPTIK is a great tool to help plan out your route
 - b. Avoid toll roads if possible
 - c. Avoid dirt and gravel roads! Rocks and fiberglass do not mix!
 - d. Create an Event t-shirts for caravan members.
 - e. Travel games for the navigator can help keep them busy.
- H. Those that have already sponsored a run are good resources for tips and, of course, just remember, the idea is to have fun.
Group Driving Rules: See Caravan Guidelines