

**Appendix I**

**Quick timetable/check list**

TOUR PLANNING 'TO-DO' LIST

Autumn/EARLY Winter before tour	<ul style="list-style-type: none"><li>• Decide where you would like to hold tour</li><li>• Review Row Touring Manual</li><li>• Contact OAR President</li></ul>
2-3 months pre-tour	<ul style="list-style-type: none"><li>• Reconnoiter proposed route</li><li>• Form tour organizing committee</li><li>• Promote tour</li><li>• Develop Safety Plan</li><li>• Apply for Sanction</li><li>• Contact any outside organizations</li><li>• Develop budget</li></ul>
2 months pre-tour	<ul style="list-style-type: none"><li>• Prepare application form/waiver</li><li>• Full announcement to OAR newsletter</li></ul>
1 month pre-tour	<ul style="list-style-type: none"><li>• Send list of participants to OAR Registrar</li><li>• Once tour is full – inform OAR newsletter and set up a waiting list</li><li>• Confirm sanctioning</li></ul>
TOUR DAY	<ul style="list-style-type: none"><li>• Ensure you have signed registration /waivers from all participants</li></ul>
Post-tour	<ul style="list-style-type: none"><li>• Send out any <i>Thank You</i>s</li><li>• Calculate expenses and submit any monies owing to OAR and other organizations</li><li>• Seek feedback and photos from participants</li><li>• Send a 'recap' and photos to OAR newsletter</li><li>• Send report to OAR President</li><li>• Give yourself a pat on the back with thanks from OAR</li></ul>