

## Range Tour Planning Template

Action Needed	Considerations	Time Frame	Examples
<b>Step 1: Funding</b>			
<b>Determine how tour invitee travel/expenses will be funded</b>	Method of funding will determine the next planning steps - the assumption is that invitee travel arrangements will be made for them	ASAP	
<b>Establish a budget</b>	Airfare, lodging, per diem, mileage, supplies, mailings, miscellaneous expenses should be included	ASAP	Attachment 1
<b>Step 2: Attendee List</b>			
<b>Determine ideal number of invitees and develop a prioritized list of possible invitees</b>	Assume that 25-40% of invitees will not be able to participate	ASAP	
<b>Develop registration/sign up sheet for invitees to include all necessary planning information</b>	Must include information needed for travel, security, special considerations, etc.	6 weeks out	Attachment 2
<b>Send out registration (electronically if possible) with a return date</b>	A cut off date for registration must be published up front, so that logistical arrangements can be made - a 1 week turn around time on the registration is recommended	5 weeks out, with 1 week turn around time	
<b>Maintain updated list of invitees and info</b>		On going	
<b>Provide list of invitees with necessary security info to military installations to be visited</b>	As soon as list is finalized the information needs to be provided to installations so security arrangements can be made	2 weeks out	

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<b>Step 3: Travel (Airfare, Lodging)</b>			
<b>Determine where all invitees will be traveling from</b>	If several invitees are traveling from the same location, attempt to book them on the same flights	3-4 weeks out	
<b>Book flights for all non-local invitees</b>	Book flights as early as possible to take advantage of lower fares - attempt to book flights that arrive in the tour destination at approximately the same time to ease airport pick-up	3-4 weeks out	
<b>Schedule airport pick-up for all invitees</b>	Determine if cabs and/or contracted shuttles are allowed access to base - if not, military personnel may have to pick-up invitees and bring them to base	2 weeks out	
<b>Schedule return transportation to airport for all invitees</b>		2 weeks out	
<b>Reserve a block of rooms at the installation (BOQ/Military lodge)</b>	Estimate the number of expected invitees and set aside rooms to ensure availability	ASAP	
<b>Confirm reservations for all invitees</b>	Once invitee list has been confirmed, finalize room reservations	2 weeks out	
<b>Pay for rooms in advance</b>	Paying in advance will cover only the cost of the room and applicable taxes, not any expenses incurred during invitee stay - send a memo detailing payment instructions to lodging facility	2 weeks out	Attachment 3
<b>Step 4: Base Security</b>			
<b>Coordinate with installation security personnel to get temporary passes/clearance for all invitees</b>	Each invitee needs to be on a list at the gate and have some form of pass/clearance from the base commander, so that they will be allowed entry onto base - this is a big issue and needs to be worked out in detail	2-3 weeks out	
<b>Step 5: On-Site Transportation</b>			
<b>Arrange transportation to tour destinations for all days of the tour</b>	Coordinate with installation personnel - since the installation will be directly involved in setting the tour schedule, they are best positioned to schedule the transportation and may be able to get discounted rates	2-3 weeks out	

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<b>Step 6: Food</b>			
<b>Determine tour location per diem rates for meals</b>	It is recommend that you provide per diem for all tour and travel days	ASAP	
<b>Determine if any meals will be provided and provide invitdee head count for those meals</b>	If meals are provided on the installations, invitees can pay cash out of their per diem - determine how local and OSD/government attendees will pay for meals and make according arrangements with the caterer	2-3 weeks out	Attachment 4
<b>Make arrangements for paying invitees their per diem at the tour registration</b>	Pay per diem to invitees for all tour days at tour registration	1 week out	
<b>Step 7: Tour Specific Read-ahead Materials</b>			
<b>Compile all applicable INRMP's for tour locations</b>	Provide INRMP's on a CD	2 weeks out	
<b>Coordinate with installations to develop info packets on each tour location</b>	Combine info from installations with base history and general information, maps, etc.	2 weeks out	
<b>Make CD's containing all documents to supplement hard copies</b>	Request electronic copies of installation read-ahead materials	2 weeks out	
<b>Step 8: Logistical Read-ahead Materials</b>			
<b>Develop a travel itinerary for invitees</b>	Provide flight numbers/times and airport pick-up locations/times	2-3 weeks out	
<b>Develop a fact sheet on travel expenses</b>	Include info on what will be provided (travel, lodging, food, etc.) to invitees and what expenses invitees will be responsible for	1 week out	Attachment 5
<b>Develop a POC sheet</b>	Provide invitees with information on how to get in touch with planners and provide emergency contact numbers	1 week out	
<b>Provide list of all invitees</b>		1 week out	
<b>Provide recommended packing list</b>		1 week out	

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<b>Step 9: Tour Briefings</b>			
<b>Schedule first tour pre-briefing with invitees</b>	The first briefing should provide background on the installation and their programs, answer general questions, and get a feel for invitees interests - the briefing needs to be scheduled early on to provide installations the opportunity to plan portions of the tour in sync with invitee interests	3-4 weeks out (as soon as attendee list is finalized)	
<b>Schedule second tour pre-briefing with invitees</b>	The purpose of this briefing is to provide some details on the actual tour schedule, answer logistical and tour questions, and brief on safety/security procedures - this briefing should be held during the week prior to the tour	1 week out	
<b>Schedule on-site tour registration</b>	Establish a time and location for all invitees to meet after arriving on-site - ensure that the time is late enough to accommodate all invitee arrival times - registration materials can be provided here and all invitees can be introduced	1 week out	
<b>Step 10: On Site</b>			
<b>Produce name tags for all invitees</b>	Nametags need to last through the tour, so hanging or clip on badges are recommended - coordinate with installation personnel to ensure that local installation and other OSD/government attendees have name tags as well	1 week out	
<b>Compile information on base facilities, local events, public transportation, etc.</b>	This isn't necessary, but is a nice extra to provide	1 week out	
<b>Provide folder with an updated itinerary and local info</b>	This info will supplement and update the read-ahead materials	On-site	
<b>Provide necessary travel reimbursements</b>	Provide per diem payment, airport parking reimbursement, mileage, etc.	On-site	Attachment 6 Attachment 7
<b>Step 11: Miscellaneous</b>			
<b>Purchase comfort items to have in vans while traveling</b>	Bottled water, Kleenex, hand sanitizer are nice extras to have during the tours	1 week out	