

RANGE TOUR PLANNING TEMPLATE SUPPLEMENT

The tour planning templates are designed to provide direction and assistance in the planning of a range tour for civilian guests (NGO's, media, state/local representatives). The term "invitee" used throughout the planning template refers to these individuals and not to any other tour "attendees" which may include tour presenters, hosts, planners, or military/government installation personnel.

Step 1: Funding

- Identify means for funding travel/per diem for tour invitees and secure approval in advance of tour planning
- Establish a budget early in the planning process (estimated cost per person); to help shape the budget, identify travel fares as soon as possible; for non-local invitees, the bulk of the tour expense will be from airfare
- Expect that tour planning will take 4-6 weeks

Step 2: Attendee List

- A group of 10-15 invitees is ideal, however, prepare a potential list of 20-25 possible invitees to have a ready list of backups when first priority invitees are not able to attend
- A cut off date should be established for invitee changes (keeping in mind that last minute changes may be inevitable), so that logistics can be locked in
- Send out registration forms as soon as the invitee list is identified to allow enough time for invitee changes before the cut off date

Step 3: Travel (Airfare, Lodging)

Airfare

- Purchase plane tickets as early as reasonably possible – generally, rates will be lower and more travel options will be available
- If the cost is not prohibitive, consider purchasing refundable tickets (to avoid unused plane tickets; emergencies and illnesses will come up)
- Attempt to coordinate arrival and departure for the invitees to minimize airport pick-ups and drop-offs

Lodging

- When possible, secure, in advance, military lodging – it tends to be much more affordable and convenient
- If possible, make arrangements to pay for all rooms in advance; arrange with lodging to secure a credit card from invitees upon arrival to cover any additional expenses incurred during their stay (phone calls, etc.)
- Confirm all room reservations several days before the tour to ensure that all arrangements are in place

Step 4: Base Security

- Contact installation personnel to determine the requirements for admittance to base
- Request base passes/clearance for all tour invitees and provide necessary information on invitees
- Confirm with security and other appropriate base personnel that all necessary arrangements have been made
- If admittance to the installation could be a problem, consider posting someone at the gate to pick-up/escort all invitees in as they arrive to prevent detention at the gate

Step 5: On-Site Transportation

- Arrange bus/van to get to all tour sites; arrange use of bus/van for full day (pick up from lodging, transport to tour sites, return to lodging at the end of the tour day)
- Bus schedule will be linked with tour itinerary and should be closely coordinated with those planning the tour
- Installation may have in house vehicles or a contract with a transportation provider and may be able to schedule transportation at a lower cost

Step 6: Food

- Highly recommend providing per diem to invitees for meals and not paying for meals in advance to avoid confusion over payment of meals with other tour attendees
- If the installation plans to provide meals during the tour, request that cash payment be accepted at the door for payment from all attendees (guests, government, military, local, etc.)
- Provide a head counts for each meal to caterer in advance, so that adequate arrangements are made
- Inform all government, military, local attendees of the cost of any pre-arranged meals in advance of the tour, to allow them the option of making their own arrangements

Step 7: Technical Read-ahead Materials

- Coordinate with installation personnel to compile read-ahead materials on the tour sites for each invitee
- Compile all materials and provide a copy (an electronic copy is highly recommended, particularly for the INRMP's) to invitees 2 weeks before the tour to allow ample time to digest the material and formulate questions

Step 8: Logistical Read-ahead Materials

- Provide all logistical read-ahead material to invitees several days before the final tour pre-briefing to allow ample time to review the material and make necessary arrangements

Step 9: Tour Briefings

- As soon as an invitee list is compiled and finalized, arrange an informal meeting with tour invitees and tour planners to determine the invitees primary interests

- If necessary and time permitting, schedule a second pre-briefing to discuss interests/questions
- Schedule a final pre-briefing approximately 1 week prior to the tour to review logistical details, answer questions, provide schedules and itineraries, and brief invitees on base security
- Schedule an on-site registration session to provide invitees with name tags, itinerary/information updates, per diem payments, and local information; this provides invitees an opportunity to ask last minute questions and meet fellow invitees and planners

Step 10: On-Site Materials/Registration

- It is very important to provide name tags for all invitees
- Coordinate with installation personnel to ensure that all (local, military, government, etc.) attendees have nametags
- Prepare reimbursement envelopes in advance to expedite distribution of per diem
- Ensure all invitees verify that their per diem is correct; have them sign form acknowledging receipt of per diem

Step 11: Miscellaneous

- Comfort items (Kleenex, bottled water, hand sanitizer) are a nice touch and are well received – some of the tour sites may not have facilities for washing hands or getting water, so some small comforts make for a more pleasant experience