



## Early Ford V-8 Club—National Tour Program Guidelines

Established 2011

Revised November 2015

### **A. Overview:**

The National Tour Program is new. In concept, the Program was approved by the National Board of Directors in 2011. It is intended to be a companion activity to the Club's National Judging Meets, but aimed at a different audience. Rather than having a vehicle judged (the prime focus of a National Meet), the touring program will instead center on the pleasure of driving a Club eligible vehicle in an environment that closely replicates the one for which it was designed. Lower speed, blue-line type highways and scenic roadways, with lots of interesting things to see and do, will be featured. Imagine a driving vacation from a time when your vehicle was new and you've got the picture. The Club has lots of members whose primary interest and pleasure is driving, and this program is designed with them in mind. Obviously, there will be some crossover interest. Folks who enjoy a National Meet may also be interested in a National Tour, but the basic intent is to reach a new market within the Club, and thereby increase the value of belonging. Driving Club vehicles out where the public will see them can also help to generate interest in our vehicles and Club. National membership will be required in order to participate in a National Tour.

While a National Tour may be sponsored by a Regional Group, it does not necessarily have to be. A few Early Ford V-8 Club members, in good standing, can just as well be a sponsor of a National Tour.

### **B. National Tour Responsibilities:**

#### **Regional Groups**

- ***Determine a set of dates that does not conflict with any other Early Ford V-8 Club event. Any scheduled National Tour must be two weeks prior or two weeks after either a National Meet or National Driving Tour.***
- Appoint a "Tour Master" (oversees the tour, irons out issues, keeps everything running smoothly — the 'go to' person)
- Establish a planning group
- Prepare prospective routes, make refinements, and plan alternatives (as necessary)
- Run the route to make sure it works, and assures it has touring interest as well as practicality
- Suggest plan for stops, points of interest, lunch locations, rest stops, etc.

- Suggest plan for lodging accommodations and evening dining
- Suggest activities
- Create a budget and determine what fees you will need to collect from the participants — such as a base registration fee (to cover cost of printing, mailing etc.), tour admissions
- Create a registration form
  - Include names, address
  - Cell phone number
  - Vehicle information
  - Vehicle insurance information
- Create some sort of name tag for the participants — not everyone is going to know everyone else, and this makes for a friendlier environment
- Chamber of Commerce or Visitor Center contacts
- Simple tour packet (route maps, tour instructions, stop information, schedule, points of interest, etc.)
- Driver's meeting at the onset (others as necessary)
- Sweep vehicle—to make sure all have made it to daily destination
- Contact information for repairs / towing
- Arrange for trailer parking (as necessary)
- Arrange for National Insurance coverage
- Mail out the post review questionnaire to all registrants

### **National Club**

- Recruit Regional Groups for leadership role (as necessary)
- Suggest prospective National Tour locations (as necessary)
- Suggest prospective dates (as necessary), ***remembering the two week rule.***
- Assign a liaison to assist with planning and status of tour
- Grant permission to use National Club logo

### **Participants**

- Assure National Club membership is current
- Register in advance for the National Tour
- Bring the Club Roster
- Make sure your vehicle is ready to go for the start of the Tour each day
- Make your individual hotel reservations
- Make other such reservations for activities as may be necessary during the tour
- Decide what you want to do — some activities may have space limitations, and there may be multiple activities during the day
- Be prepared to have fun driving your vintage Ford Motor Company vehicle (Although, the emphasis is on our Club's vehicles, any vehicle is welcome)
- Expect to meet new people — enjoy the experience

### **C. Next Steps:**

1. Once the Regional Group has determined the basics of a National Tour — name, location, dates, coordinators — they can then submit the National Tour Request Form to the National Tour liaison, for approval by the National Board of Directors.
2. As soon as the National Board approves the National Tour Request Form, the sponsors of the National Tour can start promoting the event and making registration forms available. Approval can be done electronically if no National Board Meeting is concurrently scheduled.
3. A National Tour overview (basic details) and a complete Registration form can be submitted to the Early Ford V-8 Club Web Administrator for inclusion on the webpage. (see overview example and registration form — Appendix A part I and II)
4. An Overview write-up that includes where information is available should also be submitted to the Editor of the **V-8 TIMES**. Please remember that there are publishing deadlines for the magazine. Usually, the 20th of the month, two months preceding the dated issue. (example: January 20th for the March/April issue)
5. As the Tour dates approach, re-verify schedule with places of interest and dining locations.
6. Since hotel reservations are the responsibility of the participants, the only contact with hotels may be to verify any conveniences that have been arranged. (hospitality room, wash facilities, meeting room, etc.)
7. Once the time for the National Tour arrives, make sure that participants are greeted and know that they are welcome and will have a good time.
8. The final dinner will be the time to make sure that all participants still feel welcome and have had a great time.

### **D. Tour Follow-up Items:**

1. The pleasure of enjoying friends, Fords, and food will finally end with the last day of the National Tour. If there is a Farewell breakfast, it will be a good time to hand out the National Tour Questionnaire. (sample questionnaire Appendix B)
2. If you do not plan on writing the follow-up National Tour article for the **V-8 TIMES**, make sure that the person designated has access to photos and daily tour information. The article should cover all the events and also include plenty of personal experiences to make sure readers feel that the National Tour was a wonderful experience for all attending.
3. IF, there are remaining funds after all postage, printing, souvenirs etc. have been paid, it is the discretion of the planners on how to disperse the remaining funds. Past tours have returned the money to the participants, donated to charities, or made a donation to the Early Ford V-8 Foundation.



The Early Ford  Club of America

**NATIONAL TOUR REQUEST FORM**

Date: \_\_\_\_\_

We, the undersigned members of \_\_\_\_\_

Regional Group of the Early Ford V-8 Club of America, hereby make formal application to host the (year) \_\_\_\_\_ National Tour.

Official name of Regional Group, number, and year of charter:

\_\_\_\_\_ # \_\_\_\_\_ Year \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Number of members in your Regional Group: \_\_\_\_\_

Has your Regional Group taken a poll to determine if a majority of members are in favor of hosting a National Tour.

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list results \_\_\_\_\_

Is this an individual or joint Regional Group effort? \_\_\_\_\_

If this is a joint effort, list the name(s) of the other Regional Group

\_\_\_\_\_ number of members \_\_\_\_\_

Combined membership total \_\_\_\_\_

Has your Regional Group(s) hosted a National Tour in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Name of proposed National Tour Chairperson: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

**NATIONAL TOUR REQUEST FORM**

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Proposed dates of National Tour: \_\_\_\_\_

Location of Tour (City, State, Area): \_\_\_\_\_

Estimated length of tour: \_\_\_\_\_ miles                      Daily average mileage: \_\_\_\_\_

What is the registration fee (if determined) \$\_\_\_\_\_

**SUBMIT A COPY OF YOUR PROPOSED ITINERARY, SCHEDULE OF EVENTS AND  
OTHER PERTINENT INFORMATION.**

I / we, the undersigned, hereby state I / we have read the National Tour Guidelines and agree to abide by all the rules specifically enumerated therein, or from time to time adopted by the National Board of Directors.

Signed:  
National Tour Chairperson: \_\_\_\_\_

Regional Group President: \_\_\_\_\_

Submit this completed bid to:                      National Tour Coordinator  
   Regional Director for your area  
   National President  
   (see “Executive Directory” in your National Roster)

If you have any questions please contact: \_\_\_\_\_

Date presented to National Board of Directors: \_\_\_\_\_

Bid approved / denied \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix A - Part I      example of National Tour Overview**

### THE 2014 NATIONAL TOUR

“Say yah to da U.P., eh”

Want to learn exactly what that means? Come to the 2014 National Tour and find out! The tour will be held in the Upper Peninsula (U.P.) of Michigan. This area is definitely Ford country, with a strong Company presence almost everywhere. Think the Iron Mountain Station Wagon body plant (which also built WWII combat gliders), Ford lumber plants and sawmills, Ford company towns, and Ford area history provided by local experts. Want more? All of this will be in addition to great V-8 driving and scenery, including visiting the Pictured Rocks National Lake Shore, a copper mine (now a National Historic Landmark District), Marquette, Munising Bay (in a glass bottom boat) ship wrecks, and much more. The much more includes the Big Lake ---Lake Superior---and all of its scenic beauty and history, as well as a visit to the Keweenaw Peninsula. There will certainly be lots to see and do for all interests.

The tour will begin in Marquette, the largest town in the U.P. Arrival day will be for picking up the detailed tour information and relaxing. That evening will start with a light supper welcome-in gathering featuring a local delicacy, the Pastie, a traditional Cornish miners self contained meal as well as a sampling of local beverages. The U.P. adventure will finish in Iron Mountain with a lakeside farewell party that you will not want to miss. The tour will be held during the first full week of September, with the possibility of catching some great late summer weather as well as the beginning of early fall color. So save the week of September 7<sup>th</sup>. The tour will be a five-day affair, traveling approximately 650 miles. It will involve some of the best and most interesting V-8 driving time you will ever experience along with a large amount of Ford history.

Want more information? You can get what you need by contacting V-8 Club member *NAME* at *STREET ADDRESS, CITY, STATE, ZIP*. Or call 000-000-0000. If you call, please remember that xxxxxxxx is in the Eastern Time Zone. The e-mail address to use is [xxxxxx@xxxxxx.xxx](mailto:xxxxxx@xxxxxx.xxx) but information will also be available on the Early Ford V-8 Club website, [www.earlyfordv8.org](http://www.earlyfordv8.org)

**Appendix A — Part II example of National Tour Registration Form**



**“Say yah to da U.P., eh?”**

**The 2014 National Tour  
An Official Early Ford V-8 Club Event**

**September 7—12  
Registration Form**

National V-8 Club Membership Number: \_\_\_\_\_

Name: \_\_\_\_\_ Spouse/Guest: \_\_\_\_\_

Email: \_\_\_\_\_

Phone area code \_\_\_\_\_ number \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year and model of Club car: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

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Registration fee per vehicle 1 \$30.00

Welcome Party (Sunday) No. attending: \_\_\_\_\_ x \$15.00 \$ \_\_\_\_\_

Special welcome dinner at Tour Chairman’s home

Farewell Party (Friday) No. attending: \_\_\_\_\_ x \$15.00 \$ \_\_\_\_\_

Special farewell dinner at V-8 member’s lakeside home

Total: \$ \_\_\_\_\_

**Make check payable to: 2014 National Tour / RG or Member Name**

By signing this Registration Form, I acknowledge that I am a member in good standing with the Early Ford V-8 Club and that the vehicle that I will be driving on the National Tour is covered by liability insurance in accordance with the laws of my state, and is covered by such additional coverages (collision, comprehensive, medical payments and uninsured motorist) as I have elected. I further acknowledge and agreed that the Early Ford V-8 Club and its representatives shall not be liable for accidental injuries to persons or property occurring in connection with this National Tour.

Signed: \_\_\_\_\_

Mail check and completed form to:

National Tour Name  
c/o Member Name  
Address  
City, State Zip Code

**Deadline for registration is August 31, 2014**

**NATIONAL TOUR QUESTIONNAIRE**

- What is your opinion of the basic concept? (check all that apply)
  - Like the idea
  - Think the idea needs improvement
  - Would sign up for the next one

Other comments

- Were the number of days on tour
  - Too many
  - Too few
  - About right

Other comments

Was the introductory National Tour announcement sufficient to get you interested? If not, what should be done differently?

Was the mail-back information provided in response to your inquiry sufficient?

Was the actual registration process clear and easy?



Was the tour package provided on-site (driving instructions, maps, directions, points of interest brochures, etc.) useful and helpful? Are there additional information elements that should be provided?

- Activities:
  - Were the planned activities (circle answer)
    - Too much?
    - Too little?
    - About right?
    - Sufficiently varied?

Was information about other things to do (formal and informal) helpful?

What time of year would you prefer for a National Tour?

- Driving your Club eligible vehicle is the prime focus for a National Tour. What is your reaction to the planned and actual driving experience? (check all that apply)
  - Route selection
  - Scenic value
  - Comfortable driving experience
  - Length of driving time per day
  - Planned miles per day

- Stops (formal, informal)

- Overall, what is the reaction to the touring experience?  
You as the driver

Others in the vehicle

Was the trip interesting and enjoyable?

Did you experience a breakdown or other mechanical difficulty? If so, what kind assistance was needed or provided? Was it adequate?

What do you like to do when touring in your Club vehicle?

In what parts of the country would you like to see future National Tours? Are there specific areas you would like to suggest?

General comments for the good of the order:

Again, thanks for providing your comments. Please return questionnaire to:

Name

Address

City, State, Zip