

## **Cambridge & District MGOC.**

### **How to organise a club event.**

#### **1. Pick a venue.**

Pick a venue you think will be of interest to club members, check the club has not been there before, or for some time. Examples are, NT houses, museums, the coast, fish & chip runs etc., all make for good visits, although NT can be expensive for non-members. The venue needs to have good parking, and refreshments. Sometimes dedicated MG parking can be arranged with the venue, as well as group seating for meals. Liaise with the club Events Co-ordinator when booking an event. Importantly, check whether Public Liability Insurance is required for the event, contact MGOC Swavesey, Linn McCreith on reception will help you. 01954 231125.

#### **2. Pick a date.**

Check the club website Events page to avoid a clash of dates with other club events. Weekend events will generally be on Sunday's. Midweek Fun Runs can actually be on any day of the week as club members have different preferences.

#### **3. Choose a start point.**

Choose a start point relative to where the trip is going, i.e. east of the county if going in an easterly direction. Public car parks, or store car parks are good places to meet, provided short term parking is free, maybe check out toilet facilities to.

#### **4. Timing.**

Choose a meeting time to suit the time taken to get to the destination, and any opening times that may apply. Allow ½ an hour for people to arrive before departing, make sure you clearly advertise the departure time, destination, and perhaps its post code.

#### **5. The Route.**

Study maps etc., and try to pick a fairly direct route, passing points of interest if possible. The best routes avoid main roads/motorways where possible, staying on small country roads makes for more enjoyable MG driving. Once the route is decided type it up, check it, then print off sufficient copies. Some guess work is needed here as you will not know precise numbers until the day.

#### **6. The Visit.**

Check with the destination on the day to make sure there are no unforeseen problems. If payment is required check if group bookings can be made, and payment made on arrival. Make sure the printed route gives the final destination venue, and post code. Check to see if participants want to stop on the way home, you may need to source a pub or similar for refreshments. Finally, if an occurrence were to happen during the event that may involve the club PLI (see note 1) please make notes at the time when it is fresh in your mind, these notes will prove invaluable at a later date.

#### **7. Finally.**

Check how the day went with members, was the destination worthwhile, is it worth another visit perhaps. Report back to the club Events Organiser with any comments on the day that may be useful for future events.