

## Organising a Coach Trip

1. Try to choose summer months when there is more light and members can travel home from the drop off point in the light.
2. Let the web site team have the details for the Events Page and send a notice to the Newsletter Editor.
3. Coastal Coaches are the go to firm, although there are others.  
Give them your name and let them know that the booking is for Preston u3a, size of coach required, the destination and pick up points and times. Divide the cost by the number travelling and charge members that cost.  
If the Coach company requires a deposit, contact the Treasurer to arrange payment.
4. Contact the venue and confirm the numbers, time of arrival, ask if there are any discounts for groups and or seniors, and ask if there are any hidden extras.  
Liaise between the coach company and the venue about the date.
5. Obtain a receipt book and give a receipt for any monies received and have a pre-printed list of members going on the trip and tick them off as they arrive for pick up. You may need an assistant to help with this.
6. If not enough members are going to fill the coach, they may bring friends or relatives, but only as a one off; they would need to join u3a if they wanted to go on another trip. Also note that our insurance only covers members.
7. You can start a waiting list. If people cancel, they can have their money back if their place is filled by another member.
8. About 10 days before, confirm that the Treasurer has paid the coach company in full. If a cheque is needed for the venue, ask the Treasurer to send you one with 2 signatures on it.
9. Make sure everyone going has your mobile phone number.
10. On the morning, make sure you have the cheque for entry fees. If fewer members turn up, then they will only pay for the coach, and have their entry fee refunded.
11. Be at the pick up point about 20 minutes before set off time and tick the members off as they arrive on the clip board.
12. Speak to the driver and reserve a front seat for yourself. Wait 10 minutes for people and attempt to ring them. Only wait 10 minutes.
13. When you reach the venue, advise people where the coach will leave from and at what time. Wait 20 minutes for stragglers.
14. In the event of any accidents or medical emergencies, ring for an ambulance if appropriate. It is not the responsibility of the organiser to go with them, but ascertain if there is anyone else

willing to go. Log any incidents on the Incident form on return. In the event of the organiser or their partner having to go to hospital, the assistant should take over.

15 Arrange to pass any monies collected and receipts from the venue to the Treasurer.

Reviewed and updated August 2025  
Next review due August 2027