

HOW TO GO ABOUT ORGANISING YOUR TOUR

- **Be Committed!** Form a fundraising team to assist you in your fundraising plans.
- **When pricing your tour, it's best to charge the higher price bracket. This safeguards you if your numbers fall below expected levels.** If they rise above your expectations, then it will be extra money towards your fundraiser. Of course, these are suggestions only, and it is entirely up to you how you proceed in this area.
- **Decide how many passengers you wish to have as a minimum number.** Keep giving the group a target, eg.5 more seats available. Why not give a small gift to the person who brings the most people on the day, for their great effort.
- **When organising your Tour, collect a deposit from each person as they book.** This will help you with definite numbers. If, for some reason they need to cancel, make it their responsibility to find a replacement so that your numbers don't change.
- **Canvas businesses** for extra raffle prizes eg. vouchers, wine, gifts.
- Plan to have some extra **raffle prizes.** Don't just rely on the gifts from the warehouses. Some warehouses will only give a gift if sales are over a certain amount. Some outlets give you a gift regardless of sales. Have plenty of raffle tickets and small change for purchasing. Make the price of the tickets realistic for all shoppers e.g. Multiple draw raffles - 3 tickets for \$5.00 or \$2.00 per ticket.
- If you are a 'out of town' bus travelling long distances eg. Toowoomba, have some **little competitions** on the way down, and back, to raise extra money and are fun. eg guess the jelly beans in the jar, \$50.00 lucky number board, lucky ticket number, and lucky seat number....., instant scratchy prizes for guessing games.
- **These games** can be played throughout the day. Also include the silver coin fines for the "naughty people". E.g. last on the bus, don't buy for their husbands etc.
- **Sell raffle tickets** throughout the day and draw the raffles after every couple of outlets to keep them excited. Save the big and special prizes for the journey home.
- **Sell raffle tickets prior** to your shopping tour, to the people who couldn't come on the day. This way they have helped contribute to the fundraising effort even though they couldn't attend.
- If your group are unable to raffle the prizes due to particular reasons, doing **an auction** of the prizes throughout the day can be a lot of fun.
- **Sell soft drinks and water:** Have an esky with cold drinks and cold water available as passengers will purchase these throughout the day especially during the warmer months. Your hostess and bus driver will help sell them while you are shopping.
- **Advertise well.** Local newspapers often put ads in free for fundraising for schools and sporting clubs. Local school newsletters reach a wide community. Put flyers in shop windows, and invite people outside your group (remember, some people like to join a tour but don't belong to any particular group)
- **A deposit of \$50.00** is payable within 14 days of placing your booking. A full comprehensive booking kit will then be forwarded to you detailing information for your tour.
- **A list of outlets** will be included to help you in choosing the type of places you may wish to visit. Please keep in mind that the number of outlets visited on the day depends purely on the travelling time between outlets. Obviously the more compact you keep the itinerary the more outlets you will be able to visit. Our tour organiser will phone you or alternately you are quite welcome to phone our office to discuss the outlets further. Your itinerary will then be booked with the outlets and a copy of this will be forwarded to you.
- **Full payment of your tour will be due 7 days prior to your tour date**

BRISBANE WAREHOUSE SHOPPING TOURS

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TOUR DEPOSIT FORM - MUST BE RETURNED

Name of Group

Date of Tour:

Method of Payment: \$50 deposit enclosed Cheque No. _____

If paying by direct deposit into the account, please contact the Office for payment details.

Organisers Name Mr / Mrs / Ms

AddressP/C

Phone (H) (W)..... (M)

Email

Fundraising Tour YES NO

Commission Cheque Payable to

Signature

In case of cancellation, your \$50 deposit is non-refundable. This deposit is transferable within a 12 month period if 7 days notice of the cancellation or of a date change of your tour is provided. If cancellation of your tour occurs within the week of your tour date, forfeiture of your deposit will apply.

To qualify for fundraising, your group must have a minimum of 20 paying adults on board the coach on day of travel.

PREFERRED HOSTESS

If you have travelled previously, you may wish to have the same Hostess.

While every effort is made for this to occur, it may not always be possible.

Office Use Only: Tour ID

Email: info@brisbaneshoppingtours.com.au