

# BATH & NORTH EAST SOMERSET COUNCIL EMPLOYEES SPORTS & SOCIAL CLUB

## ORGANISE A TRIP

Any member of the social club is welcome to organise a trip or event. The committee are always willing to give their help and support to anyone organising a trip. You might want to organise a quiz night, a day at a country house or a weekend in New York, the possibilities are endless.

### I want to organise a trip but where should I start?

If you have an idea for a trip the first thing you should do is contact the committee to see if the trip is something they would support. You can do this by emailing the [social\\_club@bathnes.gov.uk](mailto:social_club@bathnes.gov.uk) Include details of what you plan and when. The committee will then let you know if it's ok to go ahead.

### What happens then?

If the committee don't support your plan, they will let you know why and may suggest an alternative.

If the committee do support your plan and you haven't already done so, they will ask you to get a price for the trip. If it requires a coach, you will need to get at least two quotes and we always have Executive, air conditioned coaches. If you are hiring a 40 or more seater coach, calculate the cost per person based on 30 people going on the trip.

At this stage you can make provisional bookings for your trip – but make it clear with any company you are booking with that the trip will only go ahead if we have sufficient numbers interested.

### I've got a price, so how much discount can I give?

When the committee approved the event they will have told you who to give the costs to. The treasurer and the chair will then agree on the amount of discount you can offer to members and you can then prepare flyers and booking forms. The flyer should include a closing date for bookings – you should give at least one month from the date the forms are ready. Once these are ready email them again to [social\\_club@bathnes.gov.uk](mailto:social_club@bathnes.gov.uk) and the communications officer will make sure they are sent out.

### Is that it?

Not quite. You must now receive all the booking forms and payments and keep a record for the treasurer. The committee will issue with the forms you need to complete to record bookings and the amounts paid.

**Good Luck.**

DISCLAIMER – B&NES Sports & Social Club accepts no responsibility for any injury to anyone travelling on this trip, or for any loss/damage incurred to any personal belongings.