



THE
GEOLOGICAL
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NOTE TO TRIP LEADERS

Tour management tips from GSA in order to ensure your guests have the best experience possible.

GSA has run many tours over the years and has received MANY trip evaluation & comment forms. Below is a list of the most common suggestions that we have received. Please make sure that you take these suggestions and management guidelines to heart as they will greatly improve your participants experience on the trip.

(1) Make sure your guests have a clear itinerary and know what to expect.

Don't keep them guessing and in the dark. Before they arrive they will want to know what to expect each day and have an overall snapshot of the week. Make sure you give GSA a clear day-by-day itinerary or have it emailed to guests well in advance. Have extra copies to give out when they arrive. It is recommended to have a short focused evening presentation (no more than 30min) each night at the end of dinner or back at the hotel as to what will be covered the following day. Short presentations each evening seem to be better than one long presentation on the first night. By day 3 they have already forgotten what you covered the first night!

(2) Make sure you LEAVE on time and ARRIVE back on time each day.

If your itinerary lists you will leave the hotel at 8:00am sharp for the field, make SURE you leave at 8:00am sharp. Not leaving on time could throw off the entire day. More importantly, make CERTAIN you arrive back to the hotel at the designated time. Some guests may need to take medication, some may have dinner plans with local friends, most will want to change clothes before dinner. Older guests like to eat early and go to bed early and are depending on you to get them back in a timely manner. Guests will surely complain if you get them back late.

(3) Feed them well and feed them consistently.

Your guests have paid a good sum of money to be on this tour and expect to be fed well. Make sure your meal plan with the GeoVentures coordinator is top notch. If your itinerary states that you will stop for lunch at 12:00 noon that you stop THEN for lunch. Not later. You may not be hungry or you think you could drive a little further, but your guests are expecting to eat at the designated time. DO NOT make them wait for lunch or dinner. Make sure they have water and quality snacks in each van for your 10:00am & 3:00pm breaks. Work with the GeoVentures coordinator to provide good snacks that are all individually wrapped (no common bags please) to be dispersed in each van: power bars,

peanut-butter crackers, pop-tarts, nuts, pretzels, fruit, quality candies, chex mix. Don't purchase things that will melt in the car! Keep feeding them and they will be happy.

(4) Give them free time.

You may want to pack each day with as much science as you can, but remember, this is also a VACATION! This is not a field camp – GeoVentures are learning vacations. Give them some free time. On day 3, when they have had more science than the brain can hold, let them have an hour & a half lunch break to walk around a small town and shop, or bring them back to the hotel at 3:00 so they can shop, go on a hike, or exercise. Do NOT run them 8:00 – 5:00 everyday all day as they will burn-out and TUNE-out! They need a break to soak it in and have some fun! They also need time in the evenings to shower, check emails, make phone calls, eat, and social time. Make sure there is plenty of time in the evenings for this.

(5) Do not over crowd the vans.

If at all costs, do not sit 3 people to a van bench. Plan your transportation with 2 people per van bench. Remember, if they will be riding more than 2 hours per day; make SURE there is plenty of comfortable space.

(6) Avoid giving lessons/instruction on the vans.

If there is more than one van, be sure to wait until you stop to give your science instruction. Make sure everyone on the tour gets the same science instruction, not just the people riding in your van! Or...coordinate with the co-leader for them to give the same instruction in the 2nd van. Have the trip leader in one van and co-leader in the other van. Don't have both of you on the same van in case people have questions on the 2nd van.

If the GSA Coordinator on the trip observes that people don't have enough free time or are arriving back late for dinner, they will let you know as the tour leader in order to correct it. **Please do not be offended** if the coordinator asks for you to stay on schedule or to stop for a 3:00pm water/bathroom break. You may be busy with the science and not have noticed. Please take these suggestions to heart and reflect them in your schedules. This will ensure that everyone has a great experience on their trip.

Have a great trip!

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