

# WBCCI INTRODUCTION TO CARAVANNING SEMINAR

## Running the Caravan

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### Rendezvous:

- Make sure caravan members know how to get to the rendezvous site. Provide an easy-to-read map and written directions.
- Arrive early to greet the incoming caravanners and park them. Have your bulletin board up with basic information: location of emergency services, laundry, religious services, schedule of events for that stop, and points of interest in the area.
- Plan first meeting carefully and start on time. Make sure everyone knows to attend.
- At first meeting:  
Be positive and upbeat! Emphasize major goals of caravan: fun and safety.  
Have members of the caravan introduce themselves and share a few things about themselves.  
Pass out drivers manual, decals, and special items associated with the caravan.  
Go through the driver's manual. There may be a few who will not read it on their own.  
If you travel with a cell phone, make sure your caravanners have your number and they know to contact you.  
Go over the itinerary for this stop.  
Go over duty roster and reach agreement on journal writing process.

### On the Road:

- Call each stop several days or more ahead to confirm your reservations one more time.
- Have a driver's meeting the night before each travel day.
- Go through the driving instructions step by step. Keep it simple.
- Make sure no one travels alone.
- Remind everyone to not arrive earlier than the time you determine is appropriate. Parking should not begin any earlier than the designated time.
- Should a breakdown occur during the caravan, someone should stay with the disabled unit until help is in place.
- Medical Forms: Keep your packet of sealed envelopes with you at all times.
- Expect the unexpected. Be patient and remain flexible.

### During the Caravan:

- Keep communications with the caravanners open. If someone has a problem make sure s/he comes to you with it. Try to resolve problem before it gets blown out of proportion. Handle problem in private, never in front of others.
- Food: Be sure to plan special treats, celebrate birthdays and anniversaries.
- Be open to suggestions from members who are familiar with the area your caravan will travel about alternate routes and attractions.
- You are allowed to have fun too!