

Newport Probus: Organising Outings, Activities, and Tours CHECKLIST

Version-2, April 2023

Please follow the steps as follows to help guide you for a smooth activity that meets Probus' requirements

Activity:	
Organiser Name:	
<input type="checkbox"/>	Send suggestions for activity/tour to the Committee via the Activity Officer. Also, Refer to the Probus Tour Officer Travel Handbook pages 14-18. https://issuu.com/monikap-probussouthpacific/docs/probus_travel_handbook_-_april_2023_-_final
<input type="checkbox"/>	Discuss with Activities Officer to allocate a date.
<input type="checkbox"/>	Obtain a quote from the service(s) provider.
<input type="checkbox"/>	If a deposit is required obtain a written invoice from the venue.
<input type="checkbox"/>	Seek approval: contact the Activities Officer, including any coffee or lunch information before sending details to the LINK Editor.
<input type="checkbox"/>	Advise the LINK Editor of the details so they can be listed in the LINK.
<input type="checkbox"/>	Gauge interest by preparing an Expression of interest (EOI) list for the monthly meeting tables outside the Club House. <i>Use the information you sent to the LINK to advertise the outing, activity, or tour.</i>
<input type="checkbox"/>	Once the activity has sufficient interest- contact (with a copy) the activity officer for final approval before sending it to the LINK editor.
<input type="checkbox"/>	Once approved, advise the LINK Editor of the details for the next month's issue, and include advice as follows: <ol style="list-style-type: none"> 1. Specific details: meeting point; relevant times and transport arrangements incl. parking availability if applicable. 2. Indicate if any physical activity or effort requirements for the activity e.g., stairs, rough terrain, etc. 3. Arrange with the Treasurer the payment code, if payment is required, to be included in the Reference section of the money transfer from your bank to the Newport Probus bank account. 4. Any cancellation policy or refund rules that may apply. 5. CLOSING DATE for payments for the activity and include in your copy the following: <ul style="list-style-type: none"> • <i>When registering your interest to attend any of our Tours, Outings, and Events please be advised that until your payment has been received into the Probus bank account your place on a Tour, Outing, or Event is not confirmed.</i> • <i>Numbers for any tour, outing, or event are taken from the date payment is received into the Newport Probus bank account.</i>
<input type="checkbox"/>	Obtain a QR Code from the Secretary once confirmed for you to get attendees to sign in at the time of the activity.
<input type="checkbox"/>	Determine from the Treasurer who has paid as per the EOI.
<input type="checkbox"/>	Contact the venue for the final invoice and forward it to the Treasurer for payment.
<input type="checkbox"/>	Advise and confirm with all attendees once final details are known.
<input type="checkbox"/>	Report back to the committee details if there are any incidents, injuries, or incidents.
Please provide any general feedback or comment on completion.	

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