Check list for organizing jointly hosted talks and tours: Solebury-New Hope-   ++
In no particular order many of these details have be set up for successful programs

1. define organizations involved
2. define a single person responsible to mobilize each organization
3. define which organization's ONE   treasurer is working on all money issues.
4. tell that person their responsibilities: communicate to who, what and how often.
4a. this person gets all revenue, and this society spends all money for printing,
wine/cheese/trolly tours, security deposits etc. etc. Tell other organization treasurer's and
web masters. set up costs and needed PRICES/HEAD to achieve break even, or profit.
5. set up pay-pal registration for talk and tour.
6. at the conclusion finalize report and distribute profits or each contributes on loss.
7. select site(s): parking??? traffic?   inform police.   50 to 70 cars for 100 participants
7a. lecture site should be ??100 people = 60 cars+
7b. set up tables for selling items, cash intake of late entries, converting tables to wine
and cheese 'bar' after talk….etc.   build some fun into all gatherings.
7c. organize people to do this, man the tables,   from each organization.
7d. person(s) in the parking lot to direct parking if space is tight.   lecture & tour.
7e. allow time for questions after talk.
7f. allow wine tasting and talk time after meeting: key need. if speech is successful, the
talk will go longer.   We are all social organizations: so set up and allow fun/social talks.
8. Trolly (captaindee@buckscountytrolly.com): book it very soon. Feb. 1st(?)
8a. appoint ONE   person to "manage and organize with"   Captain Dee.
9. about 1 month in advance set up time (captain dee) and do the real tour with a trolly
10. Do the timing. keep it to a set schedule or modify the program's time.   DO NOT
        go over the time program. Max. 3 hours. arrive back after 2 1/2 hours to join the
wine tasting gathering at the end. (suggest park at Trinity Church, wine tasting at
Schoolhouse).   Trolly's drive 'close' to all locations is a   concern. Trolly=30 bodies
11.   Set the tour sites/tour/talk on tour text   2 months in advance: really impt.
11a. Revolutionary talk   & tour: gave computer disk of text and map to TALK people.
11b. Roy Z. has disk contact for low cost disk copies.
11b. Tour stops (no restrooms) limit: 2, Revolutionary tour did ONE to "keep it moving."
12. make a paper MAP/cartoon diagram for printing and hand out; ready weeks in
advance for printing.   give one to each bus tour person. not lecture people(see 11a).
12a. this "map" can be used as a post card layout for announcing the tour to members.
13. appoint trolly tour speakers way in advance.
14. Member's web sites "flash"   details & postcard info 2 months, (or more) in advance.
14b. repeat each week on web sites, from one month in advance.
15. newspapers announcements and articles, based on postcard details sent at right
time.
16.   publicity, more than a month in advance :   use similar write up for new papers, and
all joining society's webs to make this simple.   add NHSHS web site publicity blast.
17. membership lists were shared in advance to send publicity, just once,(thanks
Donneta) to shared members.   save cost on post cards, etc.