

What's Next? Organisers Tips and next steps

If this is your first tour with us, WELCOME! Being a tour organiser is as easy as following these steps:

1. **Work out what to charge people** - Guesstimate to your best ability how many people you think will join the tour. Quick tip: if in doubt, charge the lower price category so you don't get stuck closer to the date. If you're not sure, just call the gals in the office. (They were only doing their nails anyway....) Some groups charge a little more and put it towards their fundraising efforts.

2. **Recruit shoppers** - Ask everyone in your organization (as well as friends, family, neighbours and work buddies, even the pizza delivery guy) to pay up and come along to find Melbourne's best bargains! **Facebook** invites are a great way of getting extra passengers and spreading the word outside your usual group

3. **Advertising Poster** – Please view the link to our advertising poster on the 'How to Organise' page to view the example advertising poster. Please let us know what details you would like to include and we can custom make the poster for you (please note that this can take up to 2 days).

4. **Choose your outlets** - once you have an idea of what outlets you'd like to visit, contact one of our tour managers to lock them or let us know if you need a hand deciding. Be sure to maximize your fundraising by choosing the top spending outlets. They are clearly marked on the suggested list of outlets. Choose up to 12 outlets if you have booked a BYO tour or up to 10 outlets with a pub lunch

5. **Pay Up** - Full payment is required 10 days prior to your tour. Full payment means your cost per head less your \$150 deposit. Don't worry about this too much for now. We'll be in touch well before you need to do this.

6. **Gluten free, Lactose free.. where do I start?** - If you have booked a pub lunch, please send us any dietary requirements by the Wednesday prior to your tour

7. **To do list for day of tour** - Organise raffle books for the day as most outlets will provide a raffle prize. The hostess will be happy to organize your raffle on the day

8. **To do list for day of tour** – Remember snacks and drinks are great to keep shoppers motivated and also a great way to raise additional funds.

Remember, we are here to make the most of your fundraising efforts and to ensure you have an awesome day so drop us a line or give us a buzz anytime!

Melbourne Shopping Tours
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