



SDCT Mystery Meal Best Practice

This document is designed to help our Mystery Meal host plan their event. This is only a guideline but using this will ensure you have a successful event. If you have any questions before you decide to schedule an event, you can always reach out to your President or Vice President or any past event organizer.

Host - Planning an event:

1. Select the month you would like to host. The date isn't necessary when you sign up, just the month.
2. Ensure your event is on the SDCT calendar. This can be done a couple different ways:
 - a. Sign up at the Social/Social at the beginning of the year or
 - b. Contact SDCT Mystery Meal Coordinator (VP) and Comm Director.
3. The host is required to do the following;
 - a. Select the restaurant and date.
 - b. Ensure the restaurant can handle up to 40 members, which is typical for a Mystery Meal. If more are expected, confirm with the restaurant they are able to manage the number arriving simultaneously. Alternatively, cap the number of attendees in the club signup.
 - c. Ensure they can handle separate checks. This is a high priority; alternatively select a different venue.
4. The host is required to plan the route and make a test run before your event (do not rely on Google Earth).
 - a. Try to avoid freeways if at all possible to make the ride fun.
 - b. Check out the parking lot, try to avoid dirt roads or gravel lots.
 - c. Should you plan a two-location trip that must be communicated during planning.
 - i. When possible, If you plan two stops, the restaurant should be the first stop, so the members have the option to join or not on the second stop. Longer runs (over an hour +) may require a quick stop for a bathroom break.

Host - Communication Director:

1. Host should create invitation via email to go out to the membership, initial communication approximately a month prior to event.
2. Send email to the Communication Director only, who will send to SDCT membership. Indicate that responses should be sent to the Mystery Meal Host as point of contact.
3. As you receive responses to attend, keep track and keep the Communication Director updated as you go.
4. The SDCT Communications Director will create a spreadsheet of attendees.

5. A list of attendees (aka Dance Card) will be added to the Monday message until your event has been completed.
6. Once you reach the attendee capacity of your Mystery Meal, share that as well with the Communications Director and begin a Wait List.
 - a. As the Mystery Meal date approaches, confirm with attendees and inform Wait List members if they are able to join the group.

Raffles & 50:50:

1. Attendee raffle prizes may be a fun addition to a Mystery Meal. These can be both 50:50 cash raffle as well as an attendee door prize raffle for attending. As neither of these items are required it's a great extra for the members attending.
2. There is no limit on the number of prizes for the raffle; 3 to 4 items seem to work best.
3. If you do a 50:50 the money you collect will be split and 50% goes to the club's treasurer for the Club charity, with 50% going to the winner of the 50:50 drawing.
4. The Officer At Large is the gatekeeper of the raffle tickets and 50:50 tickets, just reach out to that BOD member for assistance.

Event Email:

1. 1 week before your event, send a reminder email to all the members who signed up.
2. Include in your email:
 - a. Remind everyone the time they should meet at the selected location and the time you plan to leave.
 - b. The address of pre drive meeting location (not the restaurant location).
 - c. Remind everyone to bring their radios, we run on channel 7.
 - d. Name badge reminder as it's a great help for newer members.
 - e. Should you do a raffle & 50/50 you can add that in your communication as well.

The Meeting:

1. In the summer months, a best practice should be to arrive 15 minutes before you plan to leave; if any member wants to arrive early that is not an issue. In the cooler months we can meet 30 minutes before you plan to leave.
2. Ensure the meeting location has working restrooms, a clean restroom would be desired.
3. Some good meeting locations which have been used as suggestions:
 - a. Quick Trip on Ina & I10 or on Twin Peaks,
 - b. Saddlebrooke Mini Mart
4. 5 minutes before we get in our cars the host will conduct a drivers meeting.
5. Host will provide an envelope with the city and address of the restaurant and host cell phone number which will be handed to each member as they arrive.
6. Remind everyone not to open the envelope until they arrive unless they get separated from the caravan.
7. Safety should be stressed and no passing of club members.
8. Ensure members have radios on and tuned to correct channel (s).

The Drive:

1. If you have 15 or more cars you should select a member to assist and have them drive in the middle of the group. Try to secure your middle member at least a week before

the run. The middle person should also be given all the details of your run, route, restaurant location, city and your phone number

- a. This will help eliminate missing lights and not having cars pull to the shoulder.
 - b. We still like to run in one group, but large groups tend to get separated.
 - c. Having a second point person will make the experience better for everyone.
2. If your drive is more than one hour you will need to plan a break for a restroom stop.
 3. **If you have more than 20 cars and you want to drive in two groups, you can do that. The second group leader must use a different radio channel so the groups do not talk over each other should they get close. We will use channels 7 & 8.**
 4. Remember you're the leader and safety is our first priority.

Options if event capacity is met:

1. If the restaurant capacity is full, members still should be able to go on the drive portion of the cruise, but they will be on their own for food. Those drivers and passengers are not expected to go to the restaurant as an overflow, as this defeats the purpose of the restaurant specifying their maximum simultaneous arrivers.
2. It is the organizer of the run to decide if they wish to offer this option or not. If this option is chosen this must be communicated when the first email goes out. Each member must specify if they are signing up for lunch/dinner or just going for the ride.

