


**SCHEDULE:** Far in advance, have either the locality's Grand Lodge Committee Members, Past State Presidents, Vice Presidents or District Deputy contact possible Lodges to be visited or the offices of the scenic attractions for their days and hours of operation, but with the explicit understanding that what is being compiled is still a "tentative" visit schedule with no firm commitments as yet. Compile the proposed timetable and route, allowing sufficient "cushions" and alternate roads for traffic tie-ups or bad weather to remain "on schedule," and for visitors to rest up before an evening affair, and especially if a connection has to be made with public transportation at the tail end.

This "suggested" schedule is then proposed to the desired visitors through the Grand Lodge person or other senior Elk who is actually presenting the invitation to the intended guest and acting as the Event Chairperson. If acceptable, and  incorporating any last-minute adjustments, then the plans should be confirmed and distributed to those at every stop along the trip route for building Lodge participation and notifying the local media.