

Before your school, church or social club climbs aboard that tour bus or airplane for Miami, Las Vegas, Rome or Paris, get together to decide the duties of each person. Here are some suggestions that could take some of the bickering and confusion out of what should be a happy time.

1. Decide who will be the chief planner. That person is the primary leader for dealing with the travel agency, airline, bus company, hotel and others. The big chief plans the entire trip, then presents it to the group for approval. This fearless leader takes suggestions and is open for changes.



2. Select the treasurer. This person handles the money, starting with collecting individual payments, and doling out the money for accommodations and meals throughout the trip. The treasurer pays for all meals, and avoids all the fumbling and mumbling that usually happens when each traveler must pay for individual meals.

3. The ticketmaster is responsible for purchasing and handing out admission tickets to clubs, parks, exhibitions, museums and entertainment venues.

4. The photographer produces the photo requirements of the trip. Whether by video or still camera, this creative person arranges for group photos, as well as recording all the highlights of the trip. The photo person also puts together a souvenir album and/or DVD of the event and distributes one to each participant. This person also makes contacts if there's need for photographs/video to be sent to news or social club media.

5. The medic brings a kit for taking care of scrapes and bumps, upset stomachs and other unexpected problems. If problems are more severe, the medic makes 911 or other contact with local authorities. The medic also carries necessary information on each traveler about required medications, as well as the name and phone number of all family physicians.

6. The security person is responsible for the safety of the group, including making advance contact with hotel, cruise ship and transportation security. This temporary cop monitors group members' suitcases and carry bags to make sure there are no items which could cause delays in airports and other areas where inspections are required. When the group visits city areas where there is possible danger, the security person is responsible for keeping all members together at all times.