

To: Kurt Newman, Beth Wink, Jerry Switzer

1. Bus trip name: 'The Tottenham Express'
2. Kurt Newman has agreed to be the 'Coordinator' for the 'Tottenham Express'
 - a. Kurt will be paid \$200 plus admission to the festival for doing this
 - b. Responsibilities include helping the festival with details of bus 'parking' in Toronto, ensuring that all participants are actually on the bus for departure and return, and some promotion of the bus trip at the Tranzac Club.
3. Bus will depart only from The Tranzac Club in Toronto on Saturday morning June 22, 2024. Exact departure time to be determined. Departure must be scheduled to arrive at the festival site prior to the start of the Saturday show. It is believed that there will be enough participation from this location to fill the bus and in addition, it simplifies travel and travel communication. There has in fact been a lot of interest from bluegrass event attendees at the Tranzac Club.
4. Return from the festival site will be scheduled to be 15 - 30 minutes immediately after the end of the show. This time was determined to be the best since if we used a later time then bus travellers might be harder to round up. Also, it allows for arrival in Toronto while the TTC is still operating.
5. All bus travellers must pay in advance using an online payment portal like Eventbrite. We do not want to have to handle payments / cash on the bus. Kurt will be provided with a list of all the bus participants at least a few days prior to departure date. We will need the participant name, mobile phone number and email address.
6. Either via the purchase process or online, there must be a 'Waiver' agreed to for the participant to agree to:
 - a. No alcohol on the bus
 - b. Participants are responsible to arrive for the return on time
 - c. Participants are responsible for their own belongings
 - d. Other considerations ?? insurance ??
7. Bus trip participants should be provided with a distinctive wrist band that is different from the general admission bands. These wrist bands will be placed on the participants as they board the bus in Toronto. This will ensure that when the bus arrives on the festival site participants will simply disembark the bus from the bus parking location and proceed to the festival area.
8. Bus to be parked close to the entrance gate and remain at that location until the evening departure.
9. Cost of the bus transportation plus admission to be determined – but should be between \$125 and \$150.
10. We need to determine the max number of travellers.
11. We will be announcing the bus details at the Tottenham Warmup show at the Tranzac on April 26. The online purchase and other details need to be determined by then.
12. We need to inform participants to bring a folding lawn chair, sunblock, insect repellent, hat and comfortable clothing as required (and an instrument if the wish to). We need to make sure that these items can be carried on the bus.
13. A suggestion was made that Kurt would set up a What's App group ('Tottenham Express' ??) with all participants so that communications can be issued on site Do we have internet access on site? We could also use this group ahead of time to recommend to the participants what they should bring.

14. Kurt has offered to hold a fund raising event for people who wish to participate in the bus trip but may not be able to afford it. I have agreed to participate as required.

Next steps are to assign the tasks and get each task completed.

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