

Dear Brother/ Sister

Thanks for your interest in taking a trip to Bethel. This something of a hobby, for Pauline and myself as well as the guides on our team! You are certainly going to find it easier and more successful using the tried and tested formula, supervision and guiding that our previous groups have enjoyed. Your brothers will love it! Several very experienced guides are sharing the supervision of these trips, following many requests in recent years from congregations wanting to arrange a London trip to see the incredible new press.

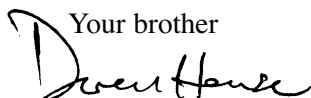
Your proposed trip is planned for the dates shown on the top of the Draft Itinerary. (This has already been tentatively booked with Bethel, pending your decision to go ahead).

Here is a check list of actions required, in chronological order, to make it happen:

1. Agree as elders that you wish to offer a trip to your local brothers. (I attach a tentative 'draft' itinerary which would be the basis of the trip(s), to be adjusted to suit you).
2. Agree as a congregation the dates, cost and attractions you wish (if different from the 'typical' trip attached), in liaison with Derek House. There are other attraction options if you have reason to need them (See www.betheltours.org). You may wish to join up with other local congregations at a later date, in order to fill a coach (usually 49 persons, or we can go to 55, 59 or 61-seaters on some occasions).
3. Appoint a local brother or sister to be coordinator [sisters are far more effective at this!], to collect names and payment and pass these onto me in regular batches. It is preferable that this person has email. Payment can be made to me by cheque or direct to bank (Barclays: 20-18-47 10068667 'DJ & PJ House' and notify me of each payment. Approx every month I would like to see the list of names, mobile numbers, room & food preferences.
4. Confirm by email, fax or letter to me simply that you wish to go ahead.
5. Confirm in writing to Bethel (to 'Coach Party Desk'), on your congregation letterhead, that you intend to do the trip at the decided date and time. They will send you a standard map and instructions which your coordinator can keep on file (we don't need it).
6. I enclose: A blank 'Name Listing' with all the right headings, and a 'Sample Listing' to show how some of the information is noted. [A spreadsheet of this is also downloadable from www.betheltours.org/beheaders.xls]. Also some tear-off Receipt/Booking Forms with a personal itinerary for your publishers (and clean-living interested persons) to see what the trip includes. Also, I enclose a few 'Notice-Board' versions in full colour. (Most congregations announce the trip regularly, and put the colour Itinerary on the notice board. This has been approved by Bethel, as it is a theocratic event.) Rather than using the congregation account, we have found it best to put the funds through your local coordinator's personal bank account. Your coordinator can start to take names and deposits (usually a minimum of £15 per person). I shall liaise with him/her regarding other detail.
7. You can also appoint 3 local brothers to say the morning text and prayer on the coach for the 3 days, and a brother to conduct a short WT Summary [attendance figure can be added to your congregation totals if you wish]. Also, appoint 2 teenage sisters to distribute the refreshments on the journey. I will send a "Bethel Trip Local Coordinator" checklist to make it easier to gather all the needed information, in several stages, with "Coach Notes" for each of the brothers doing the talks.

On the trip, your local coordinator would not need to do anything. The coach driver and/or our Betheltours tour manager will do everything!

Thank you, and Christian love to all,

Your brother


Derek House

Our standard 3-day London trips usually include:

Coach journey for 3 days, driver & negotiation (for 40 - 61 people, to get best unit costing)

Driver accommodation and dinners, breakfasts

Tea, coffee, bottled water (at nominal price) & [usually] toilet facility on coach

High quality hotel Dinner Bed & Breakfast [usually a Buffet or Carvery], and Full English Breakfast (unlimited Buffet style in the hotel Dining Room); all rooms ensuite, many with Japanese power showers.

Swimming Pool and Gymnasium at most hotels.

Sight-seeing dialogue (theocratic, historic and general light interest) as appropriate.

Parking and traffic arrangements and monitoring, including on-journey interactive traffic management.

Liaison with Bethel, apart from your confirmation letter.

Monitor health & safety, photo opportunities, special requests, dress code as required.

British Museum/Library Bible Tours, (usually by Meander Travel) and included donation to British Museum.

Lunch on at least one day, prepared fresh daily by London professional chefs.

Large colour photo of the congregation group.

Assistance in adding names from other congregations to fill spaces if required.

Subsidy for up to 6 regular pioneers. May be varied by other discounts or agreement.

Oversight in preparation and on-the-trip route control, timing, communications and costing.