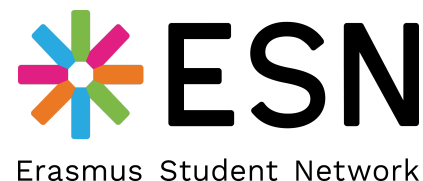


One-Day Trips:



What is it:

ESN Riga One-Day Trips:

These are short but exciting excursions designed to give students a chance to explore new locations, experience local culture, and connect with fellow students. From natural wonders to historical landmarks, these trips provide an opportunity to create unforgettable memories while fostering camaraderie among participants.

Pre-event (Working with the Teams):

Analyze:

- What is the destination?
- How many students might be interested in attending?
- Identify any special considerations (transportation, entry tickets, etc.).

Create Channel of Communication:

- Set up a channel on Slack and add the President, Vice President, Events & Trip Manager, and any key team members. ALL DISCUSSIONS WILL TAKE PLACE IN THIS CHANNEL.

Priority Tasks:

- **Transportation:** Contact bus/van rental services for quotes and availability. Confirm vehicle capacity and timing.
- **Tickets:** If the trip involves museums, guided tours, or parks, contact relevant authorities for group booking and pricing.
- **Budget Approval:** Coordinate with the treasurer to get budget approvals for transportation, tickets, and miscellaneous expenses.

Communication:

- Inform the Communication Team about the trip details to begin creating promotional content. Share the date, location, and highlights for social media posts.

Pre-event (Solo Work of the OC):

Paperwork:

- Once transportation and tickets are booked, create the DESCRIPTION and fill in the CHECKLIST.
- Assign Group Leaders (GLs): Safety Team and Logistics Team.
- Ensure first-aid kits and emergency contact numbers are prepared.

During the Trip:

- **Safety First:** Ensure the Safety Team is monitoring participants throughout the trip.
- **Engagement:** Facilitate activities or icebreakers to keep the group engaged.
- **Timeliness:** Stick to the schedule for departures and returns..

Post-event:

- Collect feedback from participants via Google Forms or other platforms.
- Share photos and highlights with the Communication Team for social media posts.
- Evaluate the trip's success and document key takeaways for future improvements.