

Planning and Logistics

Audience

Odyssey attracts diverse audiences and a variety of participants, including:

- Civic-Minded Individuals and Organizations – legislators, car clubs
- Health and Environmental Organizations
- Decision-Makers - school boards, public office holders, corporation leaders, fleet operators
- Technicians
- First Responders
- General Public

Choose an event location and activities that best suit your desired or most likely audiences.

Location

As soon as possible, please reserve your facility and necessary equipment. Ideally, request that you can set up the day before the event.

To be able to conduct Odyssey, your facility should provide these items:

- Restroom facilities
- Space for exhibits or literature
- Space for registration or staging
- Parking (or transportation to and from parking)
- If outside—shelter or tent for sun or rain
- Tables and chairs for exhibitors, attendees, and other participants
- Access to electricity - check for correct voltage
- Fire/safety equipment
- AV and video equipment/system
- ADA accessibility
- Internet access if needed

Activities

Sample Odyssey activities include:

- Ride and Drives
- Car and Information Displays
- Conferences
- Training
- Demonstrations of new technologies
- Science fairs
- Testimonial speakers
- Trivia contests
- Live radio remotes

Safety

- Make sure that ride and drives and pedestrian areas are clearly marked.
- Have ample water bottles on hand for volunteers and emergencies.
- Train volunteers to safely and efficiently handle emergencies such as illness, injury, fire, or crime.
- Watch for individuals or groups exhibiting concerning behavior or unattended bags or packages before and during the event. Notify security or local authorities.
- Design and have on hand a printed event map which identifies exits and entrances, locations of exhibitors, ride and drives, fire hydrants, first aid stations, and driving access. Distribute several to all volunteers.
- Make sure that all volunteers have copies of the event agenda, event map, and contact information of event coordinators.
- Use nametags, shirts, or uniforms to indicate volunteers.
- Place signage that shows all volunteer tables, lost and found, first-aid kits, and emergency exits.
- Ensure that communication devices—such as cell phones or radios—are available and used by employees and/or volunteers. Keep chargers on hand to recharge devices.

Insurance

Most publicly available sites will have insurance which covers visitors. Alternately your organization may have an insurance policy which covers official events held by your organization. Check with your legal team to determine if this is the case.

Occasionally, you will need to purchase short-term insurance for the day of your event. Check with the management of your event location to find out what companies they usually work with. They may be able to point you to a reputable company.