

## Guidelines for Writing Descriptions for Add-On and Show and Go Events

Add-On and Show and Go event descriptions are written after the TSR 6-month schedule closes. They do not have the benefit of the Event Collector generating the description automatically, nor are they proofread by the designated Outing Coordinators.

There are some major differences between an Add-On Event and a Show and Go Event:

Show and Go events can be attended by both TSR Members and Non-Members while Add-On events are for TSR members only.

Show and Go events can be posted on Meetup, while Add-On events cannot. For assistance in posting, please email [tsrregistration@outlook.com](mailto:tsrregistration@outlook.com). Please give ample time to get the event posted on Meetup (ideally more than 2 days prior to the event).

Show and Go events require that the leader bring a paper sign-in sheet (available on the TSR [website](#) under “[For Leaders](#)”). Add-On events are listed in SignUp Genius and require online registration.

Following the blueprint and samples below will help properly inform potential attendees about an Add-On or Show and Go event. It will reduce the effort needed to edit the description by our volunteers and will ensure a timely posting.

Here is a blueprint for writing the description.

**Title:** Day of Week, Month and Date, Location, Town, State

**Leader:** Full Name, Contact Number, email, whether texts are accepted (optional)

**Start:** This is an “open field” that covers the event details. There can be latitude in the write-up, however, it is best to include as much information as possible. Specifics are as follows (required items are asterisked):

- Event start time\*
- Event mileage\* (could be a range) and duration (approximation)
- Difficulty (not for beginners, flat or with climbs, elevation specifics, pace, etc.)
- What is needed (water, poles, boots, snack, helmet, floatation device, etc.) \*
- Other helpful information (facilities at the location)
- Notes (if applicable): Early start time, early out

Optional details: Can be added in the description above, if applicable.

Examples could include what the attendees might experience such as attractive views, landmarks or history about the area, or anything else noteworthy.

Could also add a suggestion to enjoy a meal afterward.

**Directions:** Please check the TSR document with directions to the various meeting locations with this link on the TSR website: <https://www.tristateramblers.org/directions>. If the location is in the file, generally no event-specific directions are required (e.g. Apshawa Preserve) unless there is more than one meeting point for a given location. (e.g., For South Mountain Reservation you would specify See TSR directions #4 Locust Grove). Add any pertinent information about parking (upper lot, lot on left, near visitor center, etc.).

If the location is new and/or not in the Directions document, detailed travel instructions need to be included. It's best to write the directions coming from at least two starting points (E, W, N, S). Add any pertinent information about parking (upper lot, lot on left, near visitor center, etc.). GPS coordinates can be added. DO NOT SOLELY PROVIDE GPS COORDINATES OR GOOGLE MAPS REFERENCES WITHOUT DETAILED TRAVEL INSTRUCTIONS.

## Sample Descriptions for Add-On Events:

### HIKE:

**FRIDAY, JUNE 23 — South Mountain Reservation, West Orange, NJ**

**Leader:** Sheree Bennett, cell 973-932-9466 to be used day of event only, no texts please, [shereestarrett@yahoo.com](mailto:shereestarrett@yahoo.com)

**Start:** 4:00 PM. We will hike 6 miles with under 1000 feet of elevation gain at a moderate pace on the leader's choice of trails. With the prediction of rain for several days prior to June 23, the waterfalls may be more than a trickle. We should finish before 7 PM. For those interested, we can have dinner at a casual restaurant in West or South Orange.

Portable facilities available. Bring: snack, water, bug spray and sunscreen. Steady rain will cancel the hike.

Note late start time of 4 PM.

**Directions:** See TSR Directions #9, Turtle Back Rock.

### BIKE RIDE:

**WEDNESDAY JUNE 7 – Colonial Park, Somerset, NJ**

**Leader:** Ed Leibowitz, Land Line 908-623-3883, cell 201-850-9649 to be used day of event only after 9:00 AM, [eleibow@verizon.net](mailto:eleibow@verizon.net).

**Start:** 10:00 AM at Lot F. Bike ride along the D&R canal. Approximate distance 15 miles.

Facilities available. Bring: lunch, water. A helmet **MUST BE WORN**.

**Directions:** Park in the Perennial Garden Lot F. See TSR Directions #2, Parking Lot A, BUT use the driveway next to it for Parking Lot F Perennial Garden.

### PADDLE:

**FRIDAY, MAY 26 — Lake Musconetcong, Netcong, NJ**

**Leader:** Linda Lang, cell 973-960-7421, [alinkcorp@aol.com](mailto:alinkcorp@aol.com)

**Start:** 10:00 AM. We will paddle this lovely small lake, find a spot for lunch, and return. No rentals available. Bring: lunch, water. See Paddling General Instructions; a personal flotation device **MUST BE WORN**.

**Directions:** Meet at Lake Musconetcong Boat Launch off Dell Ave in Netcong.

## **Sample description for a Show and Go Event:**

### **HIKE:**

**TUESDAY, May 30 - Old Short Hills Park, Short Hills, NJ**

**Leader:** Gail Waimon, cell: 973-229-7414, gswaimon@comcast.net

**Start:** 10:00 AM in the parking lot. A four-ish mile moderate hike on various terrain.

No guaranteed facilities. Hiking boots required. Bring: water.

**Directions:** See TSR Directions for Old Short Hills Park. Turn right into the lot before Greenwood Gardens.

THIS IS A SHOW AND GO HIKE. NO ADVANCE SIGNUP REQUIRED.