

Bus Organisers' Guide for Ende Gelände, 12-16 May, Lausitz, Germany

Here's a step-by-step guide to organising a bus to get people to Germany in May to take part in the Break Free action known as [Ende Gelände](#).

[Register your bus here](#)

Need more help or advice? Contact Dattel, our bus coordinator, who will provide a personalised briefing to each bus organiser: busmobi@ende-gelaende.org

Step 1:

What do you want to achieve?

Before you get started make a little checklist. Ask yourself:

- How many people can we mobilise?
- Who could support us?
- How do we advertise, spread the word?
- Are there possible allies that could join us in the bus organisation?
- What size bus do we need? e.g. do we have enough people for a coach or is a mini-bus better? Are there existing coaches we could block-book tickets for?
- How do we pay for the buses, i.e. are there options for subsidising the tickets?
- When do we want to arrive and when are we planning to head home? (*NB: anyone planning to take part in the action MUST arrive by no later than 12 May for an action briefing. There's a KlimaCamp starting on May 9, while the Ende Gelände action will take place 13-16 May*)
- What kind of questions are fellow travellers likely to have, i.e. what kind of information should we have ready? Contact Dattel on busmobi@ende-gelaende.org if you have questions yourself.

Step 2:

Collecting information:

- Check the local commercial phone book. Call a few bus companies and compare prices (divide the number of seats by the costs for the entire bus, don't forget to add accommodation costs for the bus driver and possible parking fees). It might be worth checking out companies that are 50km out of your city, as they might be a lot cheaper despite the additional distance they have to cover.
- Another option would be to hire a mini-bus and find someone in your group willing to be the driver.
- Also get in contact with local groups who might have experience in organising buses → network!
- Think about when you would like to arrive in Proschim, Lausitz: if you can, try to arrive a few days before the action to spend time at the climate camp settling into the space, meeting people and taking part in the training for the action. NB: All

action participants must be on-site by 12 May at the latest to take part in a briefing. When deciding the departure time, make sure you plan enough time for everyone to be safely back from the action.

Step 3:

Booking

- Usually buses are booked via the phone, confirmation is done through mail or fax.
- Book the size/number of buses you need and agree upon a cancellation period (check if it is free of charge) with as late cancellation notice as possible. It's better to book a larger or more buses than having too few seats available. A lot of people will decide to join at the last minute as publicity ramps up (→ spreading the word is crucial!).

Step 4:

Prices and costs

- Ask the bus company to tell you the cost per seat. Take into account that some seats might be empty (i.e. if you don't sell tickets for the whole bus). You could either have different ticket prices (low income, average, solidarity) that could help cover the cost of empty seats or support those who can't afford a normal ticket. Also check if a local, supportive organisation, NGO or even local politicians endorsing the action are willing to subsidise the bus. Ask organisation/groups if they are willing to take a fixed amount of tickets, this will help planning.
- If you have plenty of financial support, think about subsidising all tickets.
- Be aware that buses usually have to be paid in advance.
- Agree internally at what point of the amounts of tickets sold or at which prices you can go ahead and book the bus.
- Let us know if you have trouble raising money and covering the costs! We have ideas....
- [Email Ende Gelände organisers](#) if you need information or help planning parking or accommodation for drivers. Financial support may also be available (TBC)

Step 5:

Ticket sales

- Think about the best spots in your city to sell the tickets. For example local book stores, community centres, convergence centres, students' representative councils, local pubs, environmental events. Be creative. Network!
- Calculate how much a ticket will cost, if 80% of the tickets are sold, to break even at the end. Make sure no one (the person booking the bus) will be left with the costs if not enough tickets are sold. Think about subsidising the bus. Ask people to donate, so even those not travelling to the action can support people doing so.
- If you decided on a "sliding scale" for ticket prices (according to people's income) - advertise it!

- Try to avoid dealing with money/ticket sale on departure day.
- Collect the email addresses and mobile phone numbers of people traveling so you can contact them and share any last minute information you might need to communicate (eg. a change of departure time or location).

Step 6:

Finding partners

- Finding partners in your region will be invaluable. Approach local groups, organisations working in the same field (anti coal, climate, global justice, environment, renewable energy, faith groups, workers unions, health groups) and supportive politicians.
- Make sure you have a key contact person for each group who has agreed to work with you to fill the bus. Having partners will minimise the work load, help spread the word even further and minimise the financial risk.

Step 7:

Spreading the word

- Many people will naturally decide last minute whether or not to come, but the sooner you advertise, spread the word, the easier it will be to book buses in advance.
- Think about setting up an email address for the ticket sales.
- Think about sending out a press release, advertising in newsletters, use local mailing lists etc.
- Host a mobilisation event!
- Get other groups/organisations to join you, at least for advertising the buses.
- Use facebook and other social media to advertise.
- Make a flyer or poster with details about the bus and distribute it locally.

Step 8:

Planning departure and arrival

- Make sure the bus is leaving from a central and accessible spot in your city. Make sure everyone is at the departure location 30 minutes before the bus leaves (on the bus ticket the meeting time rather than the actual departure time should be printed). Make sure you include extra time for the journey in case there are construction problems or traffic jams.
- Make sure you have sufficient breaks, include these when calculating the duration of the bus journey.
- Make sure you have the arrival address - keep an eye on the [Ende Gelände](#) website for details that will be released nearer the time.
- Check who wants to be on the return journey too - keep a head count of this.

Step 9:

Tasks and responsibilities for the buses and during the journey

- It is really useful to have one person responsible for each bus. This person should make a head count when leaving, provide some basic information (think about making a simple leaflet with all relevant information, phone numbers, departure time and meeting places, etc.) during the bus journey, be the contact person for the bus driver.
- Make sure people know beforehand what to bring (passports), eg. include a short checklist on the ticket itself to help avoid any forgotten passport mishaps!
- Don't forget to do a headcount after each rest stop - you don't want to leave anyone behind.

Step 10:

Letting us (& Ende Gelände) know about buses

- If you are booking a bus, [register it on the Ende Gelände transport website](#) as this will allow other people to find transport options near them, and help you fill all the seats up.
- Contact Ende Gelände's Bus Coordinator (busmobi@ende-gelaende.org), so he knows how many people are likely to come to Ende Gelände and so we can plan accommodation and food accordingly. We need to know: name of the group, from which country/city you are travelling, how many people, if there are free seats, contact name and number.
- Provide us with a contact person and phone number so we can be in touch during the journey (in case of traffic jams or other matters).