

RALLY HOSTS GUIDELINES

Pecan Plantation RV Club

The rallies begin with the evening meal on the first day of the rally, normally Sunday and conclude the morning, approximately 8 am the fourth day, normally Wednesday.

To assist you, a **Rally Events Schedule** has been attached.

The hosts normally two couples are in charge of rally arrangements to include food, programs, fees, field trips, safety, and any and all other matters that relate to the rally.

As soon as all the hosts for a rally have been selected, they should select a "Lead Rally Host" who will coordinate the tasks of the group.

The Hosts should then perform the following:

1. The Lead Host will receive from the Rally Master a copy of the contract between the RV Park and PPRV, if one was made, and the name and phone number of the contact person at the park.
2. The Lead Host will also receive copies of "Rally Attendance Record" and the "Rally Income and Expense Record". Use these forms to keep a record of the registrations, attendance, guests, income and expenses.
3. Please note that all expenses should be verified by a receipt. It is recommended that all payments to entertainers and other contract persons be made by check. Cash Payments for services are discouraged.
4. Rally Fees: Determine the rally fee. This fee should be based on the anticipated costs of supplies and food. (If decorations are to be purchased, the amount spent should not exceed \$1.00 per coach.) The rally hosts also determine the cost per meal to charge guests that do not attend the entire rally. As a rule, the rally hosts (limited to 2 couples) do not pay the rally fee. It is PPRV policy that refunds of the rally fee to those who cancel prior to the deadline specified on the Website will be made by the host collecting the fees. For cancellations received after the deadline, the Lead Host with concurrence of the Rally Master may refund members their rally fee less any expenses incurred for them
5. Checks from members and guests for registration should be made out to the Lead Rally Host. Deposit all checks for rally fees into your personal checking account. You will then pay for all rally expenses out of your account. If a check is made out to PPRV, endorse it by signing it PPRV and your signature below. Registration fees will be returned if received after the allotted number of RV sites has been reached

6. If possible, it is best for one of the hosts to make contact in person with the RV site as soon as possible to view the facilities and obtain a map of the park. Reserve the sites nearest the rally hall for the rally hosts and handicapped members attending the rally. The Rally Master should have included in the contract whether the R.V. Park or rally hosts will collect the site fees and park the attendees. (It is more convenient for the rally hosts if the park collects the fees and assigns parking.) All of this information is needed for the rally reservation form that is published 2 months prior to the rally.
7. The Rally Master should have included in the contract setting a registration deadline a minimum of 14 to 21 days prior to the rally unless otherwise dictated by the RV Park. This should have been reviewed with the RV Park Contract. The RV Park may dictate a timeline that makes it necessary to have the deadline further out than 21 days.
8. Collect any park brochures to give to attendees and put in welcome packets. Also, ask if they have any free or discounted coupons from businesses and local events/locations. If they do not have any, contact the local Chamber of Commerce or tourist bureau to arrange for packets.
9. Stay in contact with the RV park periodically regarding changes in the number expected to attend the rally so the park will have sufficient sites or can release those sites not needed on the required deadline.. *(Members arriving before or staying after the rally are responsible for making reservations for those days. Campgrounds usually honor the rally rate for those arriving before or staying after the rally for a designated number of days.)*

OTHER RESPONSIBILITIES:

1. Arrange for meals, sugar-free desserts, prizes and any activities or programs you desire. Since good caterers book their events months in advance the rally hosts should contact the caterers as early as possible. Again, it is best to do this in person. When arranging for the meals, be sure to have an agreement in writing from the caterer indicating the date and time of the event; the approximate number of people to be served, the menu and whether it includes rolls, butter, dessert, drinks (ice?) and table service. Clarify if the caterer serves the meal, the cost per person including tax, gratuity and any setup or delivery fee.
2. Hosts should not feel obligated to provide entertainment at the rally. The same is true for decorations.
3. Hosts should arrange for the Golf Tournament. The host may delegate the tournament coordination to another member.
4. Prepare a rally schedule that includes rally dates and location, a description of the activities, meals planned and registration form. Be sure to include pertinent information needed by members about campsite fees, menus, events, activities, time elements, attire and craft supplies, etc. Include campground directions, rally fee amount, name/address of rally host to whom the rally-fee is payable and deadline date. Once the rally plans are in place send a copy and discuss final plans with the Rally Master before presenting to the club.

TIMELINE:

TWO MONTHS BEFORE RALLY:

Plan a presentation for the club which will be presented a Rally Business Meeting two (2) months prior to the rally.

As soon as possible, but within two weeks after that presentation, submit an article on the city, the schedule of events and the Registration Form for the Website to the Rally Master who will forward to the Webb Master.

ONE MONTH BEFORE RALLY:

At least thirty days prior to the rally, the Lead Host should contact the RV park to reconfirm that all facilities and spaces are available. Advise them of the number of coaches expected and confirm location of the host, co-host and handicap spaces. Advise them of the plans for catered meals and entertainment. At this time ask the RV park representative if they will arrange to give the "Welcome Packages" to the members as they arrive. If not, hosts will have to distribute.

Contact the caterers again to reconfirm all arrangements for the meal(s). Reconfirm anyone providing a program.

ONE WEEK BEFORE RALLY REGISTRATION DEADLINE:

One week prior to the rally registration deadline date send a message to Secretary who will forward it to the entire membership. Remind the membership of the upcoming rally deadline, and that they still have time to register if they have not done so. Include a list of all registered attendees as of that date.

TWO WEEKS BEFORE RALLY:

Two weeks before the rally send the secretary a list of all attendees, site numbers and pilot and co-pilot cell numbers. Include on this list the directions to the RV Park.

PREPARE ATTENDEES PACKETS:

As an assistance to all attendees, please enclose the following:

The finalized rally schedule including all menus.

A printed list with attendee's names, assigned sites and pilot and co-pilot cell numbers.

Addresses of the locations and Maps/Directions for each outing.

Any city/area brochures.

Decide which host will act as master-of-ceremonies during the rally.

AT THE RALLY:

Display the U.S. Flag in the rally hall and post the rally schedule on the door of the rally hall.

As appropriate, greet members and guests as they arrive at the campground and assist them with checking into RV park, directions to camp site and setting up their RV for those who may need some help. Be sure all attendees have a welcome packet.

The Lead Host should keep readily available the rally registration information at all times during the rally for emergency information purposes.

At the close of the rally, provide the Rally Master with copies of all rally records and expense receipts. The Rally Master will approve and forward documents to the Treasurer for your reimbursement. Rally Master. If expenses were greater than income received, the Treasurer will reimburse you the difference.

SUGGESTED SCHEDULE

SAT BEFORE (no host)

Host and Co Host Arrive – Meet with person in charge of the RV park. Confirm all spaces. Confirm number of meals for each event.

Have a possible location picked out for anyone who has arrive who wants to eat dinner out
Some members will arrive. Assist as needed

Have packets on locations and “things to do” ready to hand out

SUNDAY MORNING

Decorate and set up Rally Room. Hang the American Flag in Rally Room.

Have suggestions for things people to do prior to official start of the rally

RALLY OFFICIALLY BEGINS with Social Hour at 5 PM. Dinner at 6 PM. Plan arranged seating method on Sunday and Monday nights with open seating on Tuesday night.

Arrange for Table numbers and stands.

Rally Host to do welcome and any announcements for the week.

MONDAY

8:00 AM Coffee – Bring your own cup (BYOC). Rally Hall remains open.

Golf in AM

Plan tour with lunch for non-golfers

5:00 PM Social hour. Dinner at 6:00 PM --- Arranged Seating -- Prayer -- Games / Entertainment

TUESDAY

8:00 AM Coffee – BYOC Rally Hall remains open/

During Day -- Tour / Event – no host. Rally Room open

5:00 PM Social hour. Dinner at 6:00 PM. --- Open Seating – Prayer -- Games / Entertainment

WEDNESDAY

8:00 AM Coffee (BYOC) & light breakfast (Rolls or biscuits / juice/fruit)

8:30 AM. Devotions (5 to 10 mins long)

Pack up all supplies and give to next host – Advise next host of any items that you know need to be replaced

Complete Rally Expense Report with all receipts and Rally Attendance Report. Give to Rally Master.

Return Rally Hall to original condition and return Rally Room key to office

Write any thank you notes that need to be written.