



Rally / Rendezvous Host Guidelines

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1. Introduction

For many members of the Ontario Canada Unit hosting a Unit event is both mystifying and intimidating. In fact, it does not need to be either. The purpose of these guidelines is to take the mystery out of hosting an event. Yes, there are a long list of steps set out in these guidelines, which at first may appear intimidating, but if you just take it one step at a time it is not so bad. You will not be alone. The President will have chosen teams of hosts to share the load and the President is there to help you, as are all members. You will no doubt be tired at the end of your hosting, but you will also feel proud of a job well done.

a. Rallies and Rendezvous

The rallies and rendezvous are the main activities of the Ontario Canada Unit each year. We have two rallies, one in the spring and one early fall and two rendezvous, one in mid-summer and one in the late fall. It is the responsibility of the First Vice President (VP1) to find sites and hosts for the following year when they are President. The VP1 also selects the dates of each event. Traditionally the Spring Rally has been on the May long weekend, the Fall Rally on the Labour Day long weekend, the summer rendezvous the August long weekend and the Fall Rendezvous, the last weekend in September. However, this is only tradition and in recent years the dates for each event have moved around to accommodate site availability, other WBCCI events and members' preferences.

The VP1 also is responsible for finding hosts for each event. They try to find members who have experience hosting an event and members who are new to hosting. Without hosts, our rallies and rendezvous simply can't take place.

So, what is the difference between a rally and a rendezvous? In a nutshell, a rally is a more formal Unit event than a rendezvous. As a member of WBCCI and as an incorporated entity, we are required to have at least one general meeting a year to conduct Unit business such as passing motions, electing the Executive members, approving the financial review of the Unit finances and simply keeping members updated on administrative matters. Our Unit has two general meetings a year, one at each rally. In addition to the general meetings, rallies usually have 3 breakfasts, a

catered dinner and entertainment on the Saturday night, a tech talk and craft session, seminars and maybe a flea market. Rendezvous, on the other hand, are more informal. The only expected organized activity is breakfast (two or three depending on the length of the rendezvous). The details of planning activities for rallies and rendezvous are set out in the chapter “Schedule of Activities”.

We also have another type of get-together, shakedown. Shakedowns are outside our more formal rallies and rendezvous. The Executive is not responsible for organizing shakedowns. Rather they are grassroots events, organized by any member who would like to host a small gathering of members in their area of the province in the spring. Shakedowns were first started in the Ottawa area over 30 years ago. At the time, many members in Eastern Ontario were still working and storing their Airstreams for the winter. A few members decided it would be a good idea to get their Airstreams out of storage in the early spring before the camping season got going to ensure all systems were working and to restock. We now have a few informal, regional shakedowns organized each year around the province. As they are published in the Trillium and on the Unit Website, they are considered WBCCI events and covered by the WBCCI insurance policy.

The following guidelines for rallies and rendezvous are just that, guidelines. No-one is bound by the suggestions set out in the guidelines. The Executive and members are very open to new ideas and new approaches. Just be sure to run your ideas past the President, on behalf of whom you are hosting. The guidelines are also meant to be a living document. If you have any suggestions for items missing or that need updating, please let the President know so they can ensure the suggestions are addressed.

2. Getting Started

a. Information you will need

Before you can get started planning a rally or rendezvous, you will need to know a number of variables. This information will be needed to set a budget and to prepare the Registration Form and the Schedule of Activities. The VP1 (but President by the time you start planning) will have arranged for the site and, hopefully, have completed a site assessment (see the Rally/Rendezvous Site Assessment Checklist under the Rally Resources tab on the Unit website). Ask if the President has completed a site assessment and, if so, ask for a copy. Also, if there is a contract for the site, obtain a copy from the President.

This is what you will need to know:

Event and Date Site address Site Contact Site costs <ul style="list-style-type: none">• Camping and hall rental• Fee for extra nights outside rally dates?• Deposit given? Registrar for the event Catered meal <ul style="list-style-type: none">• Cost per person (Including HST and gratuity) Entertainment <ul style="list-style-type: none">• Cost (Including HST)• Cash or cheque requested?	Facilities: <ul style="list-style-type: none">• Power<ul style="list-style-type: none">○ Limited or ample?○ Shared or dedicated 15 amp?• Water<ul style="list-style-type: none">○ Available?○ Shared?• Special needs parking• Dump?• Campfires allowed?• Any restrictions for pets?• Hall<ul style="list-style-type: none">○ Any restrictions on use?○ Locked at night?○ Unique access?○ Heated? AC?○ Disabled access?○ PA system?○ Wi-fi available?○ Can bring own alcohol into hall?○ Washrooms in hall?<ul style="list-style-type: none">▪ Available 24 hours?▪ Showers?
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Personal contact should be made as soon as possible with the campground or facility manager by way of a personal visit. Establish a good rapport and discuss expectations or concerns that may exist with either party. Visit the facility to become familiar with the amount of space, ease of arrival / departure, electrical connections, water hook ups, dump station facilities, special needs parking area,

etc. Review the hall, seating arrangements, stage, sound system, kitchen, refrigeration, garbage containers and so forth so there will be no surprises when the weekend arrives

At a rally there is usually a catered dinner and entertainment on a Saturday evening. If that is what you plan, you will need to find a caterer and entertainment. Often the site contact will have good suggestions for each. If not, you might consult the local tourist bureau, area churches, etc. You will need to know the per person cost of the catered dinner (factoring in the HST and gratuity) and the cost of the entertainment (a good rule of thumb is \$500 for entertainment).

In order to prepare the Schedule of Activities you will need to obtain information about the following:

1. local emergency numbers and addresses for local hospitals and animal hospitals
2. churches in the area
3. food stores, banks, liquor stores, propane outlets, Tim Horton's, restaurants, etc.
4. major attractions in the area

b. Sharing Responsibilities

Teams of 3 couples for rallies and 2 or 3 couples for rendezvous are usually put in place. This permits the sharing of tasks. It is a good idea to appoint a host team coordinator to oversee and coordinate all the responsibilities and activities at the rally or rendezvous. The following table sets out the main areas of responsibility at an event and suggests how these areas might be divided among the host team members. Of course, host teams are free to divide up the areas of responsibility to best suit their circumstances. This is a quite comprehensive list of responsibilities and activities. Not all will occur at every event. The host team should go through the list to determine what will and will not happen at their event.

It is very important to keep the lines of communication open while planning and at the event. Hosting is truly a team effort and all team members should be consulted on activities and kept informed about what the other team members are doing.

Host team Coordinator	<ul style="list-style-type: none">• Ensure flow of information between hosts• Ensure all areas of responsibility have a Responsible Host assigned• Oversee preparation of the budget and registration form• Ensure the registration form is approved by the Executive and then sent to the Trillium Editor and Webmaster within the timeline guidelines (set out after this table)• Liaise with campground staff re: issues, needs, etc.• Liaise with Registrar re: registrant numbers, special needs, numbers for caterer, early arrivals & late departures, etc.• Confirm who will provide arrival information to Greeters, i.e., Registrar or yourself• Fan information out to host responsible for various areas• Enlist help to deal with unforeseen issues or needs as they arise• Monitor budget & expenses in collaboration with the Registrar
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	<ul style="list-style-type: none"> • Receive receipts for out of pocket host expenses and submit to Registrar for reimbursements • If applicable, ensure payment is made to the entertainment & caterer • Ensure any reported incident (e.g. injury or damage) is duly documented and that this documentation is forwarded to appropriate party • Ensure post rally correspondence, such as thank you notes, is done • At end of rally, ensure handoff of equipment to host of the next scheduled rally or an alternate attendee
Kitchen and grocery coordinator	<ul style="list-style-type: none"> • Determine best use of kitchen facilities • Determine hall set-up for meals & hospitality and adjust as necessary • Purchase table cloths and decorations (plastic or paper) • Prepare shopping list (sample included in the chapter “Schedule of Activities) • Do initial shopping (best to shop for the first couple of hospitality evenings and the first breakfast only and to replenish as needed) • Coordinate (oversee or arrange for an experienced member to oversee the set up and clean-up of breakfast and snacks) • Monitor grocery inventory and replenish as necessary • At end of rally, ensure bins are repacked properly • At end of rally determine which foodstuffs are suitable for donation
Entertainment and catering coordinator	<ul style="list-style-type: none"> • Confirm entertainment & caterer • Give caterer final numbers by the date caterer requests • Determine best hall set-up for dinner & entertainment • Ensure hall set-up is satisfactory for caterer • Rearrange hall between dinner & entertainment • Liaise with the entertainer & ensure that hall set-up is satisfactory • Ensure the caterer and entertainer are paid • Troubleshoot as necessary
Parking and utilities coordinator	<ul style="list-style-type: none"> • In advance of the Rally, check with municipality re: any • limitations about posting of directional signs • Map out parking sites based on space, special needs and • location of electric/water services • Assign specific parking sites for those who have • identified special needs • Identify need for any additional electrical boards – provide • info to Host Team Coordinator to review with campground • coordinator • Recruit parkers & coordinate their schedule • Recruit greeters to hand out the goodie bags • Post signs at predetermined locations • Keep track of each arrival and give the information to the registrar before each check-in with the registrar time set out in the Activity Schedule • Troubleshoot as needed

	<ul style="list-style-type: none"> • Gather up Unit equipment at end of rally, including signs • If necessary, coordinate transfer of garbage & recyclables from common areas (hall, washrooms, foyer) to dumpster & recycling receptacles as needed (this could be listed as part of the duties of meal/hospitality clean-up) • Conduct final clean-up and sweep of the grounds prior to departure
Job jar coordinator	<ul style="list-style-type: none"> • With input from other Hosts, determine “jobs” for rally participants and number of participants required for each job • Prepare the job jar and have the list available at all check-in times and throughout rally (a sample job jar is set out in the chapter “During the Rally or Rendezvous”) • Monitor for holes & make requests for additional help through announcements
Goodie bag coordinator	<ul style="list-style-type: none"> • Contact local Tourism office to pick-up of materials about local attractions. • Instead of putting materials in each goodie bag, consider putting a number of copies on a table near the check-in table. Information about local restaurants is particularly appreciated. A map of the local area is also appreciated in each goodie bag though. • Collect the event schedule from Program Coordinator and the list of attendees from the Registrar or Host Team Co-Ordinator • If a hassle tassel to take place, obtain the material for each goodie bag from the Program Coordinator • Assemble goodie bags & provide to Greeters
Program coordinator	<ul style="list-style-type: none"> • Determine what activities will take place during the event (refer to the chapter “Schedule of Activities” for suggestions) and determine where they will fit in over the weekend • Consult with the registrar on times for check-in • Prepare a draft Activity Schedule & pre-circulate to the host team, President and others as appropriate for feedback several weeks ahead of event (see sample Activity Schedule in the chapter “Schedule of Activities”) • Finalize Activity Schedule based on feedback and once finalized, send a copy to the Unit Webmaster for publication ahead of the event • Get printing of the Schedule done several days prior to event • & give to Goodie Bag Coordinator for inclusion • Prepare the materials for a hassle tassel, if one is to be held and give them to the Goodie Bag Coordinator for inclusion in the goodie bags (see description of a hassle tassel in the chapter “Schedule of Activities”)
MC	<ul style="list-style-type: none"> • Act as MC for the weekend • As MC make the initial announcements (examples are set out in the chapter “At the Rally or Rendezvous”) • Be identified as person receiving announcements • Review announcements for understandability

Timelines

The most time sensitive activities for hosts are the setting of the budget and preparation of the registration form. The budget has to be set before the registration form can be prepared. To set the budget you will need to know the camping, entertainment and catering costs and the costs of any activities you plan for the event. So, you need to work backwards from the date you want the registration form to appear in the Trillium and on the Website. The registration form can be posted on the Website anytime, but the Trillium is only published every 2 months. The registration form should be sent to the Trillium editor and Webmaster at least two Trillium deadline dates prior to the scheduled event but no later than the following dates:

Spring Rally: January 25

Summer Rendezvous: March 25

Fall Rally: March 25

Fall Rendezvous: July 25

Sample Timeline for a Spring Rally

Target Date (on or about)	What needs to be done	Responsible Host
By December 31, previous year	Establish Host Team & coordinate areas of responsibility	Host Team Coordinator
By December 31, previous year	If applicable, hire caterer & entertainment	Program Coordinator
By December 31, previous year	Prepare a budget and have it approved by the President and registrar for the event	Host Team Coordinator
By January 20, the year of the event	Prepare the registration form and send it to the Trillium editor and Webmaster	Host Team Coordinator
By the end of February	Make decisions about rest of the activity program	Hosts
By March 31	Prepare draft activity schedule for circulation to Host Team	Program Coordinator
By March 31	Reconfirm entertainment & caterer	Entertainment & Caterer Coordinator
By April 21	Coordinate potential dates with host team for site visit & contact Fairgrounds to arrange it	Host Team Coordinator
By April 21	Contact local tourism bureau re: tourist information & arrange pick-up time	Goodie Bag Coordinator
Early May	Site visit and review the site plan	All available Hosts
Early May	Over lunch with Host Team, review program	All available Hosts

Target Date (on or about)	What needs to be done	Responsible Host
Early May	Generate a job jar	Job Jar Coordinator
Early May	Liaise with Event Registrar, re: numbers, etc.	Host Team Coordinator
Mid May	Final review with Host Team Coordinator and President of materials for print & printing	Program Coordinator
Mid May	Prepare goodie bags for greeters to hand out	Goodie Bag Coordinator
May (Wednesday before the event begins)	Arrive at campground for weekend	All available Hosts
May (Wednesday before the event begins)	Prepare grounds for parking Put out direction signage Sort out electrical and water hook ups and special needs parking	Parking and Utilities Coordinator
May (Wednesday before the event begins)	Prepare kitchen and shop for groceries Decorate the hall	Kitchen and Grocery Coordinator

3. Budget

The financial goal of a rally or rendezvous is to break even. In the event of a surplus, the excess remains with the Unit to cover potential future deficits. In the event of a deficit, the shortfall will be covered from previous surpluses. We repeat: the financial goal is to break even: the main objective of the rally or rendezvous is fun and fellowship. But this does not mean you should agonize about setting a budget. A budget is simply a best guess or estimate. Rarely will an event break even. When preparing a budget, be sure to pass it by the President. Once it is approved, the financial outcome becomes the responsibility of the Executive.

Our Unit has adopted the use of an event Registrar who will take care of most financial transactions for each rally. While this removes much of the financial burden from the rally host, good communication with the Registrar is a necessity.

The Registrar will maintain a bank account for receipts and disbursements and will generate a financial statement for each rally or rendezvous.

Income for the event is derived from registration fees of the attendees. The amount to be charged will depend on the numerous expense factors listed below. Once a registration form has been issued and attendees commit themselves, all payments will be deposited to the rally or rendezvous account.

When the Executive committed to the campground or fairgrounds facility, a deposit to secure the agreement may have been made, starting the financial records for the event.

A small operating advance for the host may be obtained from the Registrar for miscellaneous out of pocket expenses such as long-distance phone calls, postage, photocopying, etc. An amount of up to \$150.00 is suggested. Be sure and keep track of these expenditures and submit all receipts to the registrar. These advances are part of the "Host Expenses". Host expenses are your out of pocket disbursements for the event, including paying for groceries, table cloths and decorations, photocopying, prizes, etc. It is very important to keep the receipts for these expenses as you will be reimbursed by the registrar at the end of the event. Hosts are never meant to be out of pocket!

In the event of a higher turnout (more revenue), you can spend more on food, entertainment; OR show a surplus.

If fewer units register, you can cut back on some expenses, but a deficit will be covered from previous surpluses. Consult with the President.

Setting the event budget is neither hard nor scary. There are only a few steps:

The Budget

1. In consultation with whoever on the Executive asked you to be a host (usually the 1st VP), estimate the number of units that will be attending. Since this is usually done a year in advance of the event, the number is a best guess based on previous years. In the case of the

example below, 50 units are estimated. Use the attractiveness of the location and a knowledge of previous years attendance to help. Of late, we have been starting with figures of 50 for a Spring Rally, 30 for a Summer Rendezvous, 50 for a Fall Rally and 30 for a Fall Rendezvous.

2. Get the costs associated with the venue from the Executive. Usually the 1st VP has signed the contract with the venue. In the following example, rental of the site and hall was a fixed \$1000 for the weekend. The camping fee was \$20 per unit per night. Make sure you know if HST is included!
3. If you are contemplating entertainment, get that cost sorted out as best you can. In this example \$500 is used and it allows for a meal to be offered to the entertainer and their guest before the performance.
4. If a catered meal is on the program, make arrangements for that. Your contacts at the venue can be very helpful suggesting caterers who know the venue and have done well in the past. You might want to explore options with the caterer such as offering a vegetarian alternative. Also, enquire whether HST is included in the per person cost.
5. Once armed with the above, estimate the Host expenses. This is mostly the food and drink associated with the Breakfasts and Snacks, but also includes any other expenses you might have such as photocopying or decorations. **Do Not** drive yourself crazy trying to account for each bagel, muffin and cup of coffee. The Registrar may be able to help with figures (attendance and actual costs) from a recent event. In the absence of any other guide, \$20 per unit seems to work reasonably well for a 3-day event.
6. Include a contingency to cover the unexpected expenses.
7. Divide the total fixed costs by the number of units expected, add in the per unit costs to get a total per unit cost. Note that the catered dinner is not in the budget below since it is a separate item on the registration form and will be revenue neutral (we charge what it will cost plus a gratuity).

Example Rally Costs – Estimated number of Units = 50

Fixed Costs	Cost	Per-Unit Cost	Cost
Hall & Site Rental	\$1,000.00		
		Host Expenses: Breakfast 3 days & snacks 4 days x 2 people plus misc. expenses	\$20.00
entertainment – singer/storyteller \$500 + 2 x dinner	\$550.00	contingency 5%	\$4.00
Total	\$1,550.00	Total	\$24.00

Prorated per-unit
Total Fixed Costs divided by the
number of Units ($\$1550 \div 50$) = \$31.00

The camping cost is \$20 (including HST) per unit per night

The Fees

- Decide on the fees to be charged for the event: the rally fee (for 1 and 2 people), the camping fee (per night), extra people and optional activities such as a catered dinner. In the following example, the basic fee for 2 people is bumped up \$5 to \$60 ($\$31 + \$24 + \$5$) to provide an additional financial cushion. The one-person fee is the 2-person fee less half the “Host Expenses”. Similarly, the extra person fee is the same - half of the Host expenses. For this example, the camping nights are treated as a pass-through and charged at cost (\$20). The dinner cost in the example was \$20 (HST in) per person and a gratuity has been added to the fee. All the fees are rounded to \$1 increments to avoid the wrath of a Registrar dealing with small change.

Example Fee Structure

Rally Fee for 2 (no camping included)	\$60.00
Rally Fee for 1	\$50.00
Extra Adult	\$10.00
Camping fee per night	\$20.00
Optional Dinner each (\$20 + gratuity)	\$23.00

- Pass the result of the budget-setting exercise past your Executive contact. Once agreed on, it is the Executive taking the risk for budget surpluses and deficits. It is not for the hosts to worry if registration numbers don’t match the budget (remember that “guess” thing in step 1) or something was left out of the estimates. The hope is to break even on the event, but the overriding objective is to provide an enjoyable experience for our guests. Remember that surplus rally funds are returned to the Unit’s General account via the Treasurer and the Unit covers any deficits from the same account. Although individual events have varying results, it all evens out in the long run.

The above example is based on the Richmond 2016 Fall Rally. The actual result of that rally was \$410 deficit with 42 units registered. We were down in income by \$248 (fixed costs of \$31 x 8) due to 8 less registrations than planned, and \$250 for a hot dog and corn roast that was not initially contemplated or charged for. Corn was in season, so the hosts and Executive agreed to add that into the event. Everyone had a good time.

4. Registration Form

Registration for a rally or rendezvous will be made by attendees completing the registration form published in The Trillium and on the Unit website prior to a pre-determined cut-off date. This cut-off is necessary in order to make final commitments for food supplies for breakfasts, socials and catered meals, as well as being able to calculate your projected financial status in order to make decisions on spending limits for entertainment and so forth.

The form and payment may be mailed to the Registrar or the entire transaction can make use of our website's on-line registration and payment facility. All attendees are to be encouraged to pre-register as early as possible to assist in your planning.

The registrar will maintain a sheet showing attendee's names, WBCCI number, amount paid, number of children, and number of guests. If a rally is designated as a "buddy rally", the buddy is treated as an attendee but identified as a guest so they may be properly introduced at the welcome ceremonies by the President.

The registrar will supply the host with a list of names and unit numbers attending for copying and insertion in the goodie bag.

A registration table will be required during the welcome / hospitality gathering so that all attendees can be "checked in" and supplied with their welcome kit (goodie bag). Another registration session should be planned sometime Saturday to accommodate any late comers.

The registration form should be prepared and forwarded to the editor of the Trillium at least two deadline dates prior to the scheduled event. Contact the editor well in advance. The Trillium editor will reformat the form to fit the newsletter (so don't worry about the format) and then forward it to the Webmaster to allow for online registration and payment.

The registration form should be made up of information about the rally and a registration information.

The information portion should include:

- The name of the rally or rendezvous (Spring Rally, Summer Rendezvous, etc.)
- The name of the hosts and co-hosts.
- The date and location of the event.
- Detailed driving instructions to the location.
- Notice of any potluck, craft fair, contest, or anything requiring the attendees to plan in advance to bring specific items.
- Earliest date the grounds are available for "early birds" or advance work crews.
- Latest date we have access to the grounds for those wishing to stay and avoid heavy traffic periods.
- Rally fees for unit, extra guests, etc.

- Any additional charges for extra nights of camping.
- Points of local interest, tours, events, golfing, etc.
- Synopsis of the program for meals, entertainment, activities, etc.
- Separate fee and description of any catered meals.
- Latest date for pre-registration
- Availability of water, hydro, dumping facilities, etc.
- Availability of showers, washroom facilities, etc.
- Availability of special needs parking and facilities,
- Use of generators, etc.
- Phone number available for emergencies
- Any other pertinent information that will make this a “must attend” event.

The registration form portion should include:

- Name, address and phone number of the registrar and how cheques should be made payable.
- Name, address and trailer number of attendees.
- Number of adults, number of children (under 18), number of guests.
- Rally fees for trailer and any guests.
- Separate fee listed for any catered meals.
- Any additional charges for extra nights of camping.
- A total of the above for which payment is to be made.
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Make your advertisement easy to read and informative but as enticing as possible so all members will want to attend.

Sample Registration Form

WBCCI Ontario Unit Norwood Fall Rally – August 30 – September 3, 2018

Where: Norwood Fair Grounds, 48 Alma St., Norwood, ON, 30 km East of Peterborough on Hwy 7

Directions: From Peterborough, take Highway 7 east to Norwood. At the traffic lights in Norwood turn south on County Road 45, travel 1.1 km south to CR 42 (past one end of Alma St. Honest, this route is easier with your trailer), turn left (east) onto CR 42, travel 0.7 km, turn north on Alma St, the fairgrounds will be on your right.

Hosts: Cy & Ann Rich, Doug & Kay Black, David & Wilma Peirson, Ross & Pat Smyth

Facilities: 30 & 15 amp hydro and daisy-chained water (bring extra hose and "Y" connectors)
good hall with washrooms, shower; dump station on site (\$10 cash fee), no wash water on the ground please
extra nights available before Thursday & after Monday - contact hosts in advance or on-site

Activities: Linus blanket & Technical sessions, Flea Market, hassle tassel and group happy hours, Sausage & Corn Boil Sunday , Annual General Meeting and Elections

Rally: Includes camping Friday, Saturday and Sunday nights; continental breakfast Sat, Sun, Mon.
optional Saturday night catered dinner (register on coupon)
Saturday night entertainment

Norwood Fall Rally, August 30 – September 3, 2018

Names: _____ WBCCI# _____ TT/MH length _____

Phone # _____ Cell # _____ Email _____

Special Needs? (parking, electrical, food, etc.) _____

Will this be the first Ontario Rally you have attended? Yes ____

Rally Fees:

Two Adults: \$65	\$ _____
One Adult: \$55.....	\$ _____
Extra Person \$10, children under 18 no charge.....	\$ _____
Camping nights at \$20 per night (please circle): Thurs, Fri, Sat, Sun, Mon	\$ _____
Optional Catered Dinner Saturday \$23 each	\$ _____
Total registration fee.....	\$ _____

Registration and Payment Options:

PayPal Standard Access: Fill out this form, select "PayPal Standard Access", and click "Submit" to email the form to the registrar. You will be redirected to the PayPal payment site where you will enter your account and login credentials, select your payment account (Credit Card or Bank Account), and click "Pay Now". A charge equivalent to 2.9% of the Total Rally Fee plus \$0.30 will be added to the rally fee. On a Total Rally Fee of \$200, this amounts to \$6.10.

PayPal No Charge: This 2-step option is similar to an e-Transfer using your bank account with no charges on either end. Use this option only if you have a bank account attached to your PayPal account. Fill out this form, select "PayPal No Charge", and click "Submit". The form will be emailed to the registrar. Next, point your browser to www.paypal.com and login to the site. Click on the "Pay or send money" icon on the upper right of the page. Then, click on the "Send money to friends or family" icon, enter 124registrar2@wbcci.net as the email address, and follow the instructions. Enter the "Grand Total" as the amount to be sent. When completed the "Grand Total" will be transferred from your bank account to the registrar's PayPal account with **NO** charges.

Cheque: Fill out this form and click "Submit" to email this completed form to the event registrar. Create a cheque with the "Grand Total" as its value and payable to WBCCI Ontario Canada Unit postdated no later than August 11, 2018 to John Walton, 61 Wilkins Crescent, Tillsonburg, ON N4G 5M5. Please mail it so it is received before August 11, 2018.

Note: "Cash at event" is not a general option and is restricted to those registering after August 11. (See the article on page 16 of the June 2017 Trillium for details.) If you are considering late registration contact John Walton for availability. Note that a catered meal may not be guaranteed for late registrants. Fill out this form and click "Submit" to email this completed form to 124registrar2@wbcci.net as soon as possible or phone registration information to John Walton. Please bring exact amount in cash to the event.

Registration questions? Contact John Walton at 124registrar2@wbcci.net or 519.842.4858 cell:519.949.0768.

Publicity reminder

It is also a good idea to prepare a publicity reminder about a month before the event and ask the Trillium editor to send it out to all members by e-mail blast and the Webmaster to post it to the Unit website.

Sample publicity reminder

We have some fun activities for you at our Fall Rally in Norwood. We have a special craft session with our own sewing wizard, Melanie Cornwell. Bring the supplies Pat Anderson suggests elsewhere in this issue of the Trillium. Or bring your techie questions to the Tech Talk session. There will be a flea market Saturday afternoon and a hassle tassel happy hour. On Sunday morning our Caravan Chair, hot off a refresher course at the International Rally (not that he needed a refresher with 14 caravans under his belt), will be holding a caravan leaders session. This session will qualify participants to be caravan leaders. However, it is highly recommended that anyone interested in caravanning attend this session even if they don't anticipate leading a caravan. Golfers, Neil McCallum is organizing an outing for Sunday afternoon. And we will have a catered dinner, fiddlers galore on Saturday evening and a corn roast on Sunday. So please register now for a good time in Norwood!

5. Schedule of Activities

a. The Activity Schedule

The Hosts prepare a complete activity schedule for the rally or rendezvous. Once all activities are planned, a printed copy is placed in each trailer's goodie bag and posted during the rally. It is also suggested that the final schedule be sent to the Unit Webmaster for publication before the event. Many members want to visit family, friends and local attractions during an event, so they would appreciate knowing when activities are planned and when there will be free time.

There is no mandated format for an Activity Schedule. However, items for the Spring and Fall rallies generally include:

- Welcome, Opening Ceremony and Induction of new members (Friday evening 30 minutes)
- Check-in with the Registrar (often 2 separate events, 60 minutes each. Check with the Registrar) and job jar sign up
- Breakfasts and evening hospitality
- Executive meeting (60 minutes) (only Executive members are required to attend)
- General meeting for club business
- Election of officers at Fall Rally
- Closing Ceremony (30 minutes)

Rendezvous are more informal, with only brief Opening and Closing Ceremonies and no Executive or General meetings, unless required by special circumstances.

An Activity Schedule should also include:

- Names of the hosts
- A list of nearby services and emergency numbers such as
 - Emergency services for people and pets
 - Grocery stores
 - propane outlets
 - nearest Wi-Fi

An activity schedule may also include other information, in the discretion of the hosts, e.g. liquor stores, banks, churches and gas stations.

The following is a sample Activity Schedule. It has been prepared so that it can be folded into thirds. The list of services and emergency contacts will appear on the back pages when folded.

Services

BANKS

CIBC Richmond Plaza, 6179 Perth St
SCOTIABANK, 3438 McBean St (corner of
Perth)
TD BANK, 5917 Perth St

Independent

King's Independent
5911 Perth St, behind Timmy's



5915 Perth St, left out of fair grounds

GAS & DIESEL

MacEwan's & Drummonds
Both on Perth St., left (E) of Fairgrounds

PROPANE

Costco
770 Silver Seven Rd, Nepean
613-270-5550

GOLF – 18 hole

Richmond Centennial Golf Club,
3797 Joy's Road - 613-838-4791

Riverbend Golf & Country Club,
8089 Franktown Road -
Book On-line

Emergencies

911

Richmond Fair Grounds
6107 Perth St,
Richmond, Ontario
If possible have someone meet the
responders at the front gate.

Ottawa Police 613-236-1222
(non-emergency)

Closest Hospital
Queensway Carleton
3045 Baseline Road
613-721-2000

Veterinary Clinics
Richmond Animal Hospital,
6174 Perth St
613-838-4500. Hrs Mon to Fri 9-5

Ottawa Veterinary Hospital,
900 Boyd Ave, Ottawa
613-725-1182 Reg Hours 8-8, Sat 8-4
613-729-6139 Emergency
Open - 24, 7, 365 days

LCBO & Beer
Richmond Plaza
6179 Perth St.



2016 Fall Rally

New Moon Over Richmond

Richmond Ontario

September 2 - 5

Hosts:

Lynn & Rob Douglas	1902
Wendy & Carl Taylor	5719
Claire & Lawrence Northway	17410
John & Marlene Shade	5867

Activity Schedule

Thursday, September 1st

All day..... Early Arrival & Parking
All Day..... Hall Available
7:00 – 8:00 pm..... Registration
7:00 – 9:00 pm..... Cookies, coffee / tea (bring mug)

Friday, September 2nd

All day..... Arrival & Parking
6:00 – 7:30 pm..... Registration
7:30 – 8:00 pm..... Welcome, Announcements & New
Member Induction
8:00 – 9:00 pm..... Cake, coffee / tea (bring mug)
8:30 – 10:00 pm..... Movie night

Saturday, September 3rd

7:30 – 9:00 am..... Continental Breakfast - BYOD
8:30 – 9:00 am..... Registration
9:30 – 11:00 am..... Linus Blanket / Craft Session
9:30 – 11:00 am..... Truth and Knowledge
1:00 – 2:00 pm..... Flea Market / Quartermaster
2:00 – 3:30 pm..... Executive Meeting
3:30 – 5:00 pm..... Hassle Tassel @ host trailers
5:30 – 7:00 pm..... Catered Dinner - BYOB
7:30 – 9:00 pm..... Phil Jenkins followed by cookies, coffee
/ tea (bring mug)

BYOD = Bring Your Own Dishes

BYOB = Bring Your Own Drinks

All club activities will take place in the Main Hall

Sunday, September 4th

8:30 – 10:00 am..... Continental Breakfast - BYOD
10:00 – 11:00 am..... Caravan Session
1:00 – 2:00 pm..... Self-Guided Walking tour
2:30 – 3:30 pm..... Session with 1VPs - International &
Region 2
4:00 – 5:30 pm..... Group Happy Hour
5:30 – 6:30 pm..... Hot Dog & Corn Roast BYOD
7:00 – 8:30 pm..... Unit Annual General Meeting /
Elections
8:30 – 9:00 pm..... Ice Cream & Coffee / Tea

Monday September 5th

7:30 – 9:00 am..... Continental breakfast – BYOD

DOGS

Ignore the signs – Our dogs on leashes are
welcome. Village dogs running loose, not so.

a. Socials / Breakfasts / Catered Meals

Socials:

A welcome social is highly recommended. This should be planned for early Friday evening and should be a part of the opening ceremonies. Evening hospitality is usually offered each evening. Recently hosts have also provided evening hospitality on the Thursday evening even though an event does not officially begin until the Friday evening. Coffee, decaf coffee, hot water, tea bags, hot chocolate, (along with the usual condiments of cream, milk sugar or sweetener), ice cream, cookies, cake or other goodies should be planned in advance. Remember to include a sugar-free option. Ask attendees to bring their own mugs, dishes, etc. to cut down on the cleanup workload. Volunteers are needed to prepare the coffee, serve the ice cream and so forth.

Other socials that may be scheduled are happy hours. These usually take place on the Saturday and Sunday around 4 pm. A group happy hour brings together all attendees. Members bring a treat to share and their own drinks. On occasion a host organized group happy hour may be planned with the hosts providing the food and or drink (e.g. a wine and cheese). Another option is a hassle tassel. A hassle tassel (we don't know the origin of the term) is a means of randomly assigning attendees to various happy hour sites. Usually the hosts ask a few attendees beforehand to host a hassle tassel at their trailer and arrange for about 8 to 10 other attendees to be assigned to the host trailers by indicating the host trailers randomly in the goodie bags handed out when the attendees arrive. Those hosting a hassle tassel are not expected to provide any food or drinks. The attendees bring food to share and their own drinks.

A few other socials that have gone over well are wine, beer and scotch tastings.

Breakfasts:

Recommended serving hours for breakfast are 8:00 AM to 9:30 AM.

Coffee, decaf coffee, hot water and tea bags, hot chocolate, juice and milk are traditionally served.

Coffee in large urns takes at least an hour to prepare, so early rising volunteers are a necessity!

Continental breakfasts are the easiest to handle from a host's viewpoint. Items such as muffins, and bagels can be arranged from local bakeries or food stores at reasonable cost when committing to bulk quantities. Purchase white, whole wheat and raisin bread for toast. Cold cereal is easily served and inexpensive (bran cereals, Special K, Cheerios etc. are more popular than sugary cereals). Fresh fruit is great but keep to what is in season and reasonably priced. Fruit needs to be cut up for serving. An alternative is to purchase a couple of large restaurant-sized cans of fruit cocktail. Remember to include some lactose free and soy milk. Peanut butter, jam, marmalade, cream cheese and yogurt are popular.

More complex breakfasts such as cooked to order pancakes, sausages, scrambled eggs, omelette in a bag and bacon require more work and expense. These can be very enjoyable for all if well planned and executed. Consider the number of attendees and the availability of willing volunteers.

The best advice is to buy enough for one breakfast and to plan to replenish as needed over the weekend. The final breakfast is a leftover breakfast so do not over shop the day before. Buy only the essentials that are needed, such as milk or cream. Do not worry if the cereal, bread, muffins, etc. might run out. We do not want too much food left over. Unopened items can go to a food bank but

opened items are more problematic. The following food list give as good example of what to buy and in what quantities.

Sample Food Requirements for Breakfasts and Socials:

Food item	Quantity (for 50 units, 100 people, 3 days)	Comments
Drinks:		
Coffee - regular	5 x 3 lbs	Check supplies first
Coffee - decaf	4 x 3 lbs	Check supplies first
Half and half	1 ltr x 6	
sugar	1 / 125 packets per box	Check supplies first
sweetener	1 / 200 packet box	Check supplies first
Milk – 2%	4 ltr bags x 6	
Soya milk	2 ltr x 1	
Lactose free milk	1 ltr x 1	
Tea (including decaf and herbal teas)	1 box each	Check supplies first
Hot chocolate	1 box of packages	Check supplies first
Orange juice	2.84 ltr x 1	Not as popular as cranberry
Cranberry juice	2.84 ltr x 1	Very popular
Evening snacks		
Cookies -- assorted	6 containers of 30 cookies per container	
Sugar-free cookies	1 container	
Squares	2 containers	
Cake	1 large	
Ice cream	Ice Cream Bars 1 per person or 8 ltr	
Sugar free ice-cream	1 ltr	
Breakfast		
Fruit	Bananas, strawberries, peaches, grapes + tinned fruit cocktail Or oranges, bananas, melons, grapes, etc.	3 big tins of cocktail – very popular
Yogurt	3 packages of 24 small tubs	Very popular
Cereal	2 Jumbo Boxes raisin bran, 2 small special K, 1 small rice Krispies	raisin bran popular

Oatmeal	1 box of individual packets	
Bagels	6 doz	Multi grain are favourite
Muffins	8 doz	Do not buy large cake like muffins. Rather buy smaller bran, carrot, blueberry etc.
Whole wheat bread	3 loaves	
Raisin Bread	6 loaves	Very popular
White bread	2 loaves	
Cream cheese	3 flavoured, 2 non-flavoured small containers	Fruit flavours popular, herbed not popular
Peanut butter	1 kg	
Marmalade	750 g x 2	Very popular
Jam	750 g x2	
margarine	454 g tub x 3	
butter	459 g x 1	
Other:		
Juice cups	150	Check supplies first
Bowls for jam and PB and Marmalade	10	Check supplies first
Styrofoam cups	1 dozen at most (for those who forget their cups)	Check supplies first
Napkins	100	Check supplies first
Detergent	1	Check supplies first
Hand soap	1	Check supplies first
Stir sticks	200	Check supplies first
Plastic Knives	50 (1 box)	For butter & jam
Plastic Gloves	1 box	Check supplies first

- This list can be expanded to suit individual plans. Quantities need to be adjusted to expected attendance. Remember that on holiday weekends, grocery stores may be closed on Monday.
- Notes: Coffee urns are 100 cup capacity and slow to heat.
- Use 6 cups of coffee per 100 cups of water
- Suggest breakfasts 200 cups regular and 100 cups decaf. (for 70 trailers)
- Suggest socials 100 cups regular and 80 cups decaf
- Orange juice should be 3 oz cup serving, small glasses may be needed
- Ice cream and cake can be divided as served to go around
- Arrange to take delivery of bake goods (muffins, bagels, etc.) daily - Adjust quantities based on consumption.

Catered Meals:

An evening meal on the Saturday evening of a rally should be planned as a catered meal. Cost of the meal per person should be listed separately on the registration form as not everyone can or will participate. This also guarantees that this expense will cover itself. When arranging with the caterer, the final number of meals served and charged for will already be paid for through registration.

When looking for a caterer, consider groups such as the local Legion, local church groups and charitable organizations such as the Lions or Rotary clubs as potential sources as well as local restaurant services. The campground or facilities manager should be able to provide a list of names and phone numbers to contact as well as give recommendations based on reputation.

If arranging a buffet meal, it is best to have either the caterer or assigned members serve quantities to ensure there is enough food for everyone. It is better to call for seconds than to have some members go hungry!

General Note on Food and Supplies

When buying food and supplies, avoid the temptation to buy “extra” non-perishables. These extras will have to be transported from event to event until they are used up. We are doing our best to minimize the number of items that have to be moved between events. Our Unit has its own kitchen and other supplies which travel to each event in our Rally bins. The following table sets out our Club owned rally supplies. The President ensures that the Rally bins are taken to each event. It is recommended to go through the bins when they arrive to determine what supplies are already available and what needs replenishing.

Club-owned Rally Supplies

Kitchen items 3 Large coffee urns 1 Hot water pot 3 Drip catchers (to hand on coffee urn spouts) 2 large 4-slice toasters Assorted kitchen utensils, such as knives, ladles, pie servers, ice cream scoops, extra cutlery	 Serving platters Cutting boards Measuring cups Oven mitts Dish cloths Dish towels Aprons Shopping bags	 Timers Assorted signs, e.g., to distinguish coffee or special food items Breakfast preparation instructions Storage containers
Disposable kitchen items – inventory may vary from the list. Our goal is to use these up and to buy only what is needed for the event!!	Non-kitchen items Raffle tickets Push-pins Masking tape	

Ziplock bags Sandwich Medium freezer Large freezer Foil wrap Cling wrap Plastic cutlery (not to be replaced) Styrofoam plates Styrofoam bowls Gloves Toothpicks	Duct tape Scotch tape Extension cords Parkers' kit – set of walkie-talkies, safety vests WBCCI Directional signs	
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Entertainment

Length of a planned entertainment program on the Saturday evening of a rally should be from 60 to 90 minutes and appeal to most tastes. Consider the stage and hall facilities available for the type of entertainment you want. Entertainment is optional at rendezvous.

Some areas may have seniors or church groups that can give high calibre performances at very reasonable cost. Groups such as these will often perform for a donation to their fund-raising efforts. However, these should not be booked without some recommendation or prior knowledge as you (or the group) do not want to be embarrassed. Professional entertainment for one evening is popular but should be only considered if finances permit. A good guide is to set aside \$500 for entertainment. Be aware any bonafide group will have musician scale rates to pay their members so costs can be surprising. A contract may have to be signed with the group's manager guaranteeing their performance and your payment. Advance booking is usually necessary, and this can be a gamble before knowing how many trailers will be attending the rally. One thing to verify before the event is if the entertainer wants payment in cash or by cheque. If the entertainer asks for cash, be sure to let the registrar know so that they can have the cash on hand.

Some suggested professional entertainment are:

- Musical groups
- Barber Shop Quartets
- Choral groups
- Ethnic dancers
- Instrumentalists
- Magicians
- Trained animal acts

Do not overlook amateur entertainment from within the talents of our own membership. There is a wealth of talent and experience to be tapped among our own.

Seminars and other activities

Other non-mandatory activities to be arranged and scheduled may include:

- Local tours of area attractions
- Golf outings at local golf courses
- Product or equipment seminars
- Guest speakers from the travel or RV industries
- Craft sessions or “Show and Tell” sessions
- Tech talk time
- Flea markets
- Happy hours (group or hassle tassels)
- BBQs, Pizza night, picnics or “Pot Luck” dinners
- Games evening (cribbage, euchre, dominoes, joker, etc.)
- Movie night
- Campfires, when permitted by local Bylaws
- Wine, beer or scotch tastings

Members enjoy new ideas and activities at events. It will surprise you how open members are to new activities.

6. Goodie Bags

A Goodie Bag is usually prepared for each trailer attending.

Items that are to be included are:

- Printed copy of the Activity Schedule
- List of WBAC numbers and names attending
- Emergency phone numbers for local agencies (if not included on the Activity Schedule)

Items that **may** also be included are:

- Brochures on local area attraction obtained from the Chamber of Commerce
- Local lapel pins from Chamber of Commerce or Tourist Bureau
- Coupons or discount offers from local area merchants
- Give away items from local businesses such as pencils, pens, fridge magnets, coasters, calendars, post cards, decals, etc.
- Small gift items such as miniature souvenirs or playing cards
- Special draw tickets for a surprise draw

Don't waste paper by putting too much in the goodie bags. It may be preferable to have brochures available at the registration check-in table or elsewhere in the hall, so that only those who want them can take them.

7. Parking

The hosts and the parking committee should be on site the day before the earliest attendees are registered to arrive.

Post directional signs in conspicuous locations to guide rally goers to the site. These signs should be saved and passed on to the next rally host.

If the rally is planned in a campground where sites are already predetermined, it is only necessary to arrange for reserved special parking needs as listed below.

If the rally is being held in an open area such as a fairground, arrange for parking layout volunteers to lay out a parking grid the day before members are expected to arrive. To plan ahead, a layout of the grounds is useful if it is available. An alternative is to print an overhead view of the grounds from Google Earth. You can usually find something in the picture (car, roadway, street lines) that will allow you to estimate the scale of the picture and lay out parking sites in advance.

Parking dimensions can be marked on the ground with spray paint or flags following these space guidelines:

- 20 feet wide
- 35 feet long for unit
- 20 feet long for tow vehicle
- 16 feet wide for single lane road
- 22 feet wide for two lane road

Hint: a rope with a knot at 20 feet (and 35 if it is long enough) is easier to manage than a tape measure when laying out the parking.

Reserved or special parking spaces may be arranged for:

- Unit president, host, co-host, Registrar
- Special needs (e.g. mobility issues and anyone requiring electrical service for medical reasons)
- Visiting Regional or International Officers

If necessary, layout electrical lines and water hoses in advance.

Arrange for a greeter to welcome each trailer upon arrival, and parkers to guide each trailer to their parking site during normal arrival hours. Parkers should assist the attendee in lining up their unit within the site spaces allocated.

8. During the Rally or Rendezvous

Here is some information to help you at the rally or rendezvous itself.

WBCCI is covered for comprehensive general liability insurance for all Unit functions for accidents resulting from negligence on the part of a member. No further insurance coverage is necessary. If requested by the campground manager, a copy of the liability certificate may be provided. The President will obtain the necessary copy from HQ.

Remember to arrange in advance for any of the items that the unit owns such as toasters, teapots, coffee urns, signs, P.A. system, flags, banners and so forth. Discuss your needs with the President well in advance of the event.

Be sure to keep receipts for all your expenses as a host – e.g. receipts for groceries, table cloths and decorations, craft materials, prizes, etc.

Consider if you want to contact the local newspaper in the community and invite a reporter to visit the rally and write a story on our activities. Use the WBCCI Media Kit for assistance. Be prepared to supply such information as number of trailers attending, furthest travelled, youngest/oldest attendee, some background information on our unit and WBCCI in general. During the reporter's visit make sure the unit president is available to be interviewed.

A spot on a table near the registration check-in should be provided to post information including:

- Local events, tours, etc.
- A copy of the activity schedule and of the job jar
- Any other announcements

Job Jar and Sign-up: Arrange for volunteers to assist you with the many chores that are required throughout the rally. Most attendees will readily help if they know what is needed. The use of a job jar at registration check-in can work well. The key to success is to involve as many people as you can in making the rally successful. Keep the list in a conspicuous location so everyone can check what they signed up for. However, it is very important that the hosts always be available to oversee and guide the job jar volunteers. What has worked for some host teams is to assign different hosts to oversee different days of the event. This gives time for the hosts to relax on their “day or days off” to enjoy the event. Dividing up the host responsibilities can be done any way that best meets the needs and preferences of the hosts. Just be sure that all hosts have some “down time” but that there is always a host to oversee the job jar chores.

Sample Job Jar

Time	Item	Volunteers (One person / line)
All Rally	Write Trillium Article	1. _
Thursday 6:30 pm	Set up for snacks & Coffee Coffee ready for 7 pm	1. _ 2. _ 3. _
Thursday 9:00 pm	Clean up after snacks	1. _ 2. _ 3. _
Friday 7:30 pm	Set up and Serve Cake & Coffee coffee ready for 8 pm	1. _ 2. _ 3. _ 4. _
Friday 9:00 pm	Clean up after snacks	1. _ 2. _ 3. _
Saturday 7:00 – 9:00 am	Set up and maintain Breakfast Coffee ready for 7:15	1. _ 2. _ 3. _ 4. _
Saturday 9:00 am	Breakfast Clean-up	1. _ 2. _
Saturday 8:30 pm	Snack Set-up Coffee ready for 9	1. _ 2. _ 3. _
Saturday 9:30 pm	Hall Clean-up	1. _ 2. _ 3. _
Sunday 8:00 – 10:00 am	Set up and maintain Breakfast Coffee ready for 8:15	1. _ 2. _ 3. _ 4. _
Sunday 10:00 am	Breakfast Clean-up	1. _ 2. _ 3. _ 4. _
Sunday 4:00 pm	Prep for Hot Dog and Corn Roast	1. _ 2. _ 3. _ 4. _
Sunday 6:30 pm	Clean Up after Corn Roast	1. _ 2. _ 3. _

Sunday 8:15 pm	Set up and Serve Ice Cream & Coffee Coffee ready for 8:30	1. _ 2. _ 3. _ 4. _
Sunday 9:00 pm	Clean up after snacks	1. _ 2. _ 3. _
Monday 7:00 – 9:00 am	Set-up and Maintain Breakfast Coffee ready for 7:15	1. _ 2. _ 3. _ 4. _
Monday 9:00 am	Clean up and pack kitchen supplies	1. _ 2. _ 3. _ 4. _

Arrange for an attendee to do a write-up about all activities at the event for The Trillium.

In the event of illness, bereavement, or other unavoidable circumstances preventing attendance after the registration fee has been received, a full refund of individual fees is Unit policy and will be issued by the Registrar.

Check list

Each host will carry out their respective responsibilities as set out in table in the “Getting Started” chapter of these Guidelines. However, the following is a helpful list of a few things in particular that hosts need to think about:

- Electrical:
 - Check circuits in hall: accessible by all? On separate circuits to avoid blowing fuses?
Extension cords required?
 - Need extra power bars/extension cords for crafts?
 - Extra extension cords available for parking if needed?
- Caterer:
 - Will the caterer need the whole kitchen space?
 - from when to when?
 - clean off counters and put back in tubs? put tubs where?
 - how many can sit at a table: 6 or 8?
 - need a buffet set-up?
 - how going to pick order of tables to go to a buffet table?
- Alcohol:
 - Can it be brought into buildings if happy hours are rained out?
 - Can it be brought into the hall for dinner?

- Coffee
 - Arrange for morning and evening hospitality turning on of the coffee
- Keys:
 - Any door keys needed? Who will lock the hall at night and open it in the morning?
- Craft time:
 - Need how many tables?
- Meetings:
 - Locations?
 - Sound system?
- Pens, pencils, markers, rulers, paper:
 - Bring a good supply
- PA system:
 - Check that the President will bring the Unit system?
 - If not does the site have its own system?
- Printer:
 - Needed?
 - Data for possible printing should be on a separate thumb drive
- Radios (Walkie-Talkies):
 - Bring chargers & extra batteries
- Rally Bins:
 - Will arrive Wed?
 - Where to store them?
- Tables/Chairs:
 - Locations: suggest a fixed position for breakfast, meetings, banquet & entertainment
 - #'s for: Registration/Job Jar, Meals, Meetings, Linus, Tech Talk, Flea Market, Caravan
- Tech talk:
 - Put someone in charge to direct the conversation
- Tool kit:
 - For the unexpected
- Washrooms/showers:
 - Unlocked 24 hours/day?

Announcements:

At the rally or rendezvous opening on the Friday evening usually both the President and the MC Host make a few announcements. Sometimes the Hosts have invited a local VIP to say a few words also.

The following items should be covered in the Host announcements:

Rally Opening:

- Any last-minute changes to the Activity Schedule
- Information on planned activities (e.g. craft time, tech session, hassle tassels (explain how they work), seminars)
- Dump station
- Garbage: location, recycling
- If Wi-Fi is available and if so the passwords
- Messages throughout Rally – table near registration check-in
- Alcohol status: what's ok & what's not
- Washroom/showers
- Access to hall
- Job jar: sign-up reminder
- Golf sign-up

The MC may also invite others to make announcements (e.g. Linus coordinator and tabs coordinator). Any inductions of new members also take place on the Friday evening.

Be sure the flags are set up before the opening ceremonies. The President has the flags and will determine which should be erected.

Rally Closing:

A rally closes after the general meeting. At a Fall Rally, membership awards are given out and new officers for the following year are installed. The Membership Chair and the President look after these matters.

9. Wrapping Up

a. Expense claims

At the end of the event hand in all the receipts for your host expenses to the Host Coordinator. The host coordinator will tally the expense receipts and hand them to the registrar. The registrar will then reimburse each host for their expenses.

b. Thank-you notes

A thank-you note to the fairground or site contact to let them know how much the Unit appreciated their help and hospitality is recommended. Thank-you notes to others who contributed to making the event a success should also be considered.

Please share have any suggestions about the site or activities at the event with the President or other Executive member for planning of future events.

Finally, make time to relax a little and enjoy the fruits of your efforts. Being a rally host is a lot of work, but a very rewarding experience. Enjoy! And, a big thank-you for hosting a rally or rendezvous. Our Unit cannot function without volunteers like you.