

Responsibilities of Rally Host Team

Some of the activities in an area of responsibility may be delegated through the “job jar” or handed off to another host, however, the Responsible Host needs to ensure the actions are completed.

Area	Associated actions/activities	Responsible Host
Host Team Coordinator	<p>Ensure flow of information between Hosts</p> <p>Ensure all areas of responsibility have a Responsible Host assigned</p> <p>Oversee preparation of the budget and registration form</p> <p>Ensure the registration form is approved by the Executive and then sent to the Trillium Editor and Webmaster Within the required timelines. (See Rally Host Guidelines for timelines.)</p> <p>Liaise with campground staff re: issues, needs, etc.</p> <p>Liaise with Registrar re: registrant numbers, special needs, numbers for caterer, early arrivals & late departures, etc</p> <p>Confirm who will provide arrival information to Greeters, i.e., Registrar or yourself</p> <p>Fan information out to host responsible for various areas</p> <p>Enlist help to deal with unforeseen issues or needs as they arise</p> <p>Monitor budget & expenses in collaboration with Registrar;</p> <p style="padding-left: 40px;">Receive receipts for out of pocket Host expenses and submit to Registrar for reimbursements</p> <p style="padding-left: 40px;">If applicable, ensure payment is made to the entertainment & caterer</p> <p>Ensure any reported incident (e.g. injury or damage) is duly documented and that this documentation is forwarded to appropriate party</p> <p>Ensure post-rally correspondence, such as thank you notes, is done</p> <p>At end of rally, ensure handoff of equipment to host of the next scheduled rally or an alternate attendee</p>	
Kitchen & Grocery Coordinator	<p>Determine best use of kitchen facilities</p> <p>Determine hall set-up for meals & hospitality and adjust as necessary</p> <p>Purchase table cloths and decorations</p> <p>Prepare shopping list (sample included in “Schedule of Activities” chapter of the Rally Host Guidelines)</p> <p>Do initial shopping (best to shop for the first couple of hospitality evenings and the first breakfast only and to replenish as needed)</p>	

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	<p>Monitor grocery inventory and replenish as necessary</p> <p>At end of rally, ensure bins are repacked properly</p> <p>At end of rally determine which foodstuffs are suitable for donation</p>	
Entertainment & Catering Coordinator	<p>Confirm entertainment & caterer</p> <p>Give caterer final numbers by the date caterer requests</p> <p>Determine best hall set-up for dinner & entertainment</p> <p>Ensure hall set-up is satisfactory for caterer</p> <p>Rearrange hall between dinner & entertainment</p> <p>Liaise with bandleader & ensure that hall set-up is satisfactory</p> <p>Troubleshoot as necessary</p>	
Parking & Utilities Coordinator	<p>In advance of the rally, check with municipality re: any limitations about posting of directional signs</p> <p>Map out parking sites based on space, special needs and location of electric/water services</p> <p>Assign specific parking sites for those who have identified special needs</p> <p>Identify need for any additional electrical boards – provide info to Host Team Coordinator to review with campground contact</p> <p>Recruit parkers & coordinate their schedule</p> <p>Recruit greeters to hand out the goodie bags</p> <p>Post signs at predetermined locations</p> <p>Keep track of each arrival and give the information to the Registrar before each check in with the Registrar (times set out in the activity schedule)</p> <p>Troubleshoot as needed</p> <p>Gather up Unit equipment at end of rally, including signs</p> <p>If necessary, co-ordinate transfer of garbage & recyclables from common areas (hall, washrooms, foyer) to dumpster & recycling receptacles. Note: this could be listed as part of the duties of meal/hospitality clean-up)</p> <p>Conduct final clean-up and sweep of the grounds prior to departure.</p>	
Job Jar Coordinator	<p>With input from other Hosts, determine “jobs” for rally participants and number of participants required for each job</p> <p>Prepare “job jar” and have the list available at all check-in times and throughout rally</p> <p>Monitor for holes & make requests for additional help through</p>	

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	announcements	
Goodie Bag Coordinator	<p>Contact local Tourism office to pick-up materials about local attractions</p> <p>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.</p> <p>Collect the event schedule from Program Coordinator and list of attendees from the Registrar or Host Team Coordinator</p> <p>If a hassle tassel is to take place, obtain the material for each goodie bag from the Program Coordinator</p> <p>Assemble goodie bags & provide to Greeters</p>	
Program Coordinator	<p>Determine what activities will take place during the event and determine where they will fit in over the weekend</p> <p>Consult with the Registrar on times for check-in</p> <p>Prepare a draft activity schedule & pre-circulate to host team, President and others as appropriate for feedback several weeks ahead of event</p> <p>Finalize activity schedule based on feedback and once finalized, send a copy to Unit Webmaster for posting prior to the event</p> <p>Get printing of activity schedule done several days prior to event & give to Goodie Bag Coordinator for inclusion</p> <p>Prepare the materials for a hassle tassel (if one is to be held) and give them to the Goodie Bag Coordinator for inclusion</p>	
MC	<p>Act as MC for the weekend</p> <p>As MC, make the initial announcements (refer to Rally Host Guidelines)</p> <p>Be identified as person receiving announcements</p> <p>Review announcements for understandability</p>	