



Central Coast California Unit WBCCI Rally Planning Guide

This planning guide was prepared for use by the Central Coast California (CCC) Unit of WBCCI. If you would like to use this guide (in full or in part) for your own club/unit, please credit the Central Coast California Unit, WBCCI.

Introduction

This Rally Planning Guide is intended to help you plan and host a successful rally as easily as possible. It also includes club policies and procedures for rallies that you need to be aware of. Sample forms and a checklist are included at the end of this guide to assist you, but are not mandatory (except the Rally Accounting Form). As you plan your rally, please add your own personality and style; make it fun for you.

If you have any questions as you plan your rally, please ask the Vice President, who is also the Chair of the Rally Committee. And, suggestions for updating or improving this Guide are always appreciated. Email them to the Vice President; he/she is responsible for any changes or updates made to this guide.

OVERVIEW

The Basics

Here is a short list of the main steps needed to plan your rally, followed below by important detailed information.

- Determine if reservations and deposits have been made or need to be made. If necessary, make reservations and coordinate with the Treasurer to submit the deposit.
- Plan the rally schedule (i.e., activities, meals) and determine the budget.
- Submit rally coupon information (see Appendix) to the editor of *The Tattler* at least three (3) months prior to your rally.
- After the rally, complete the Rally Accounting Form (see Appendix) and submit it to the Treasurer along with monies received.

Here are key club policies/procedures regarding rallies; refer to the full Rally Planning Guide for additional information.

- Rallies are typically held Friday-Sunday (three days/two nights), and all reservations (including extra days that some members choose to stay) are made via rally coupons sent directly to the rally host. Members should not make their own rally reservations.
- Rallies are for WBCCI members only unless designated by the Rally Committee as a Buddy Rally (other brands allowed). If a rally has a limited number of spaces available, priority is given to our own club members and affiliates before any other WBCCI members or non-member Airstream owners are accommodated.
- The standard rally fees are \$30/rig, \$15/single (plus actual camping fee); this may vary if the rally is longer or there are special circumstances.



Central Coast California Unit WBCCI

Rally Planning Guide

- If a member must cancel the reservation and the spot can be filled, the amount paid less any cancellation fees assessed by the venue (if any) shall be refunded. However, if the spot cannot be filled, a refund will not be made.
- Special activities not included in the rally fee should be listed separately on the coupon and noted as "optional."
- Members are often asked to provide their own table settings for meals.
- A social hour usually precedes dinner. It is helpful to assign members to bring snacks on different days to avoid too much/wasted food. The host typically provides dinner on the first night to make it easier for members, especially those who must travel after work.
- Be sure to offer a vegetarian option if serving a meat-based main dish.
- Alcoholic beverages may not be purchased for the rally; members may bring their own beverages.

PLANNING STEPS

Say Yes

The first steps in hosting a successful rally are to enthusiastically say yes and enjoy the process. If you have previously hosted a rally, consider asking a newer member to co-host with you. This will give them experience in planning and hosting a rally, as well as give you a helping hand. If you are a first-time host, ask another member to co-host. Sharing the responsibilities can make it easier and more fun for you.

Rally Dates

The Rally Committee will have already set the date of your rally before you volunteer to host. If, for any unforeseen reason (e.g., venue not available) the date must be changed, contact the Vice President immediately to reschedule the rally.

Additional nights added by individual members to suit their travel plans are made via the rally coupon unless otherwise specified.

Venue

The Rally Committee will have already determined the venue; however, a reservation may or may not have been made.

If a reservation has not been made, contact the venue right away to make the reservation and sign a contract, if required. Once you know the financial details, coordinate with the Treasurer to discuss submitting the deposit/payment.

If a reservation has been made, call the venue to confirm the reservation and give them your contact information. The Vice President will give you any documents relevant to your venue.

Here is a list of some basic information you will likely need to plan your rally.

- Full address of facility
- Contact name, phone number and email address
- Directions to venue



Central Coast California Unit WBCCI

Rally Planning Guide

- Rate for group (minimum number required, additional nights, etc.)
- Cancellation policy (fees, deadlines, etc.)
- Deadlines (deposit, final payment, cancellations, changes, etc.)
- Payment method/options
- Site sizes (if sites vary and size is a consideration)
- Extra charges (clubhouse, pets, early check in/check out, etc.)
- Amenities (water, electric, cable, wireless, sewer/dump station, cell phone coverage, fuel, store, handicapped access, etc.)
- Facilities available to the group (clubhouse, BBQ pit, fire ring, etc.)
- On-site or associated activities (golf course, swimming pool, hiking paths, dog runs, etc.)
- Restrictions (pets, length of rigs, etc.)

Be a Sleuth

Spend some time researching the area where the rally will be held and local activities, including surrounding communities.

Time to Plan

Once you have all the details, it is time to plan the specifics of the weekend and set the schedule. Here are some items you may want to consider:

- *Is there a theme to the rally?* (A themed event is not required, but can be fun)
- *How many meals (if any) will be provided by the club and included in the rally fee?* This varies, but usually two breakfasts and one dinner (typically the evening of arrival) are provided. However, you are not required to provide any meals. For rallies where food is provided, we try to stay within a budget of \$30/rig, \$15/single for food and supplies. Rally fees may be more or less depending on the length of the rally, meals provided, or any special expenses incurred. The CCC has rally supplies in a box that are usually sufficient for basic serving needs (plates, cups, bowls, utensils), and asking members to bring their own plates and utensils is common. Alcoholic beverages may not be purchased by the club for the rally.
- *What are the planned group activities, if any?*
- *What are optional on-your-own activities, if any?*
- *Will a raffle be held?* Obtaining raffle items is not required, but it is a fun way to support the club.
- *Will there be any group meals out?* Typically, we do not plan a meal at a restaurant unless it coincides with an off-site activity.

Get the Word Out

You've done all of the planning. Now it's time to spread the word and get other members as excited about the rally as you are.

- At least three months prior to the rally date, send Rally Coupon Details (see Appendix) to the editor of *The Tattler*. For example, if your rally is scheduled for March, submit the rally information no later than December 1 (or deadline set by the editor) for inclusion in two issues of *The Tattler*. If you do not have complete details in time for the first issue, send what information you have so the basics can be announced and a coupon prepared.



Central Coast California Unit WBCCI

Rally Planning Guide

- Each month prior to the rally, publicize in *The Tattler*. Write a brief notice with information about the location and possible places to go or activities. This is in addition to the coupon included in *The Tattler*.
- Promote via email (be sure to use bcc so member email addresses are private).
- If attendance is low, consider making phone calls to members not attending or ask those attending to call other members.

Complete the Preparations

- A "traveling box" of common supplies and utensils is available. Check to make sure it includes what you need; purchase any needed items.
- Prepare welcome packets for attendees, including a copy of the rally schedule (include social hour snack assignments), campground information, maps, etc.

Communicate with Attendees

- One week prior to the event, email all attendees (using bcc) driving directions, rally schedule, social hour food assignments, weather forecast, your contact information, etc.

Meet and Greet

- Plan to arrive early to check in and get set up before others arrive; remain available until everyone has arrived.

Have Fun

You've done a great job planning and preparing, so now it's time to enjoy the rally. Remember, you're the host and you set the tone for the weekend. Have fun and share the Airstream and Central Coast California spirit!

Record Keeping

Plan to stay within your prepared rally budget. Unless there are special circumstances, keep the rally fee at \$30/rig, \$15/single. Additional fees may be charged for scheduled activities during the rally such as tours, boat trips, etc. These activities should be listed separately on the rally coupon and noted as "optional" for the attendees.

- Rally coupons and payments will be mailed to you from members.
- The venue deposit is usually prepaid by the Treasurer, in consultation with you.
- The rally host typically prepays rally expenses (other than the venue), tracks expenses, and retains all receipts. If personally prepaying expenses will cause a financial burden, contact the Treasurer to make special arrangements.
- Within two weeks after the rally, complete the Rally Accounting Form (see Appendix) and mail it to the Treasurer along with all monies collected and receipts. The Treasurer will send you a reimbursement check for expenses paid.

Final Items

- Pass on the rally supply box to the next rally host or to someone who is attending the next rally.
- Give a copy of the rally coupon, schedule, checklist, contract, list of attendees, literature, maps, etc. to the Vice President to assist with future rally planning.



Central Coast California Unit WBCCI Rally Planning Guide

RALLY COUPON DETAILS

Three (3) months prior to the rally date, email the information noted below to the editor of *The Tattler* so a Rally Coupon can be prepared. For example, if your rally is scheduled for March, submit the information no later than December 1 (or the deadline set by the editor) for inclusion in the two issues of *The Tattler*. If you do not have complete details in time for the first issue, send whatever information you have so the rally basics can be announced and a coupon prepared.

1. Venue name and address
2. Dates of rally
3. Name(s) of hosts, email address(es), and telephone number(s)
4. Tentative schedule by day and time
5. General information about the rally and venue and activities/events
6. Meals included in rally fee
7. What to bring
8. Check in and check out times
9. What to bring
10. Camping fee (per rig/per night)
11. Availability (yes or no) of members to stay additional nights; if so, per rig/per night fee
12. Rally fee (per rig/per night); typically \$30/rig, \$15/single)
13. Special activity/event fee (optional)
14. Pet fee, if any
15. Coupon deadline
16. Name and address of where to send coupon
17. Anything else members need to know



Central Coast California Unit WBCCI Rally Planning Guide

SAMPLE RALLY COUPON

**Central Coast California Unit WBCCI Rally
January 2012 Temecula Rally**

Pechanga RV Resort, Temecula
45000 Pechanga Parkway, Temecula CA 92592

January 6 – 8, 2012

Hosts: Bob and Jane Smith
(310) xxx-xxxx or (310) xxx-xxxx



Tentative Schedule

Friday, January 6

- 1:00 Check in
- 5:00 Social hour
- 6:00 Santa Maria BBQ provided by hosts

Saturday, January 7

- 8:30 Breakfast provided

Enjoy the warm winter weather of the Temecula Valley. Plan to explore Old Town Temecula. Lunch on your own, followed by a visit to some of the local wineries (or the casino).

- 5:00 Social hour
- 6:00 Potluck Dinner

Sunday, January 8

- 8:30 Breakfast provided
- 11:00 Clean up and depart for home

Safe Travels Home!

Rally Information

General Information: The Pechanga RV Resort and Casino is a first-rate property with all the amenities. We will have the use of the clubhouse for meals and gatherings. There is free shuttle service from the campground to the casino for those so inclined.

(<https://www.pechanga.com/sections/rvresort/pages/rvresort.aspx>)

We currently have 15 sites reserved and encourage you to sign up early!

Meals Included in Fee: Friday dinner, Saturday and Sunday breakfasts.

What to Bring: Table service and utensils for all meals. Nibbles to share and your own drinks for the social hours, and a dish for the potluck dinner on Saturday.

Directions: From US I-15 Southbound take the Temecula Parkway exit. Turn left (east) on Temecula Parkway and travel approximately one (1) mile east to Pechanga Parkway and turn right. Travel approximately one (1) mile to Pechanga Resort & Casino.

Temecula Rally Coupon

Name _____ WBCCI No. _____

Address _____

City, State, Zip _____ Email _____

Phone _____ Cell _____ Rig length _____

Emergency Contact: Name _____ Phone: _____

Rally Nights Present: Friday ☐ Saturday ☐ @ \$ 42/night \$ _____

Additional Nights: Thursday ☐ Sunday ☐ @ \$ 42/night \$ _____

Rally Fee: \$30/rig, \$15/single \$ _____

Special Activity (Optional): _____ @ \$20 per person \$ _____

TOTAL ENCLOSED \$ _____

Please mail coupon and check (payable to Central Coast CA Unit WBCCI) by **November 30** to:

Bob and Jane Smith, 1111 Main Street, Anytown, CA 90000

Questions: Contact Bob or Jane at (310) xxx-xxxx or bsmith@xyxjsyxx.com



Central Coast California Unit WBCCI Rally Planning Guide

RALLY PLANNING CHECKLIST

Rally Host #1 _____
Telephone Number: Home _____ Cell _____
Email _____
Rally Host #2 _____
Telephone Number: Home _____ Cell _____
Email _____
Rally Dates _____
Venue _____ Contact _____
Email _____ Telephone _____
Address _____
Number of Sites Reserved _____
Camping Fee _____ Rally Fee: \$ _____ /rig, \$ _____ /single Special Activity Fee: _____

\$30/rig, \$15/single unless special circumstances or extra days

☐ Secure the Venue/Facility Details

Fees, Deposits, Deadlines

- ☐ Group Rate _____ Minimum Number Sites Required _____
- ☐ Deposit Amount _____ Date Paid _____ Method _____
- ☐ Final Amount _____ Date Due _____ Method _____
- ☐ Additional Night Fee _____ Dog Fee _____
- ☐ Clubhouse Fee _____
- ☐ Cancellation: Change Fee _____ Deadline _____

Amenities

- ☐ Water ☐ Electric ☐ Sewer ☐ Cable ☐ Dump Station **OR** ☐ Dry Camping
- ☐ Cell Coverage ☐ WiFi ☐ Clubhouse ☐ Store
- ☐ BBQ ☐ Recreation Room ☐ Other _____
- ☐ Nearest fuel/diesel _____

Restrictions

- ☐ Restrictions: rig length _____ pets _____

Directions

- ☐ Directions to location

Obtain Literature

- ☐ Facility ☐ Local Area ☐ Map(s)

☐ Plan Rally Details

- ☐ Theme (optional) _____



Central Coast California Unit WBCCI Rally Planning Guide

RALLY PLANNING CHECKLIST (continued)

Food

- ☐ Meals covered by rally fee

- ☐ Menu (provide vegetarian option)

- ☐ Items needed besides food and non-alcoholic beverages

☐ **Planned Group Activities**

- ☐ Planned group activity

Activity _____ Date _____ Time _____

Location/Address _____

Contact/Telephone _____

Reservation/Price Info, Etc. _____

☐ **Raffle Item(s) Obtained** (optional)

☐ **Promotion**

- ☐ Send Rally Coupon Information to the editor of *The Tattler* at least three (3) months prior to rally.

☐ **Final Preparations**

- ☐ Review the contract and arrangements with venue regarding facilities, payments, etc.
- ☐ Prepare welcome packets for attendees (schedule, directions, venue information and rules, literature related to activities, local events, maps, etc.)
- ☐ Email schedule, directions, final instructions, and weather forecast to attendees one (1) week prior to rally (be sure to use bcc).

☐ **At the Rally**

- ☐ Arrive early to check in and get set up before others arrive; remain available until everyone is settled.
- ☐ Distribute welcome packets.
- ☐ HAVE FUN.

☐ **After the Rally**

- ☐ Pass the rally box on to the next rally host (or someone who is attending the next rally).
- ☐ Complete the Rally Accounting Form and send it along with all monies received and receipts to the Treasurer within two weeks after the rally.
- ☐ Give or send rally planning details to the Vice President for permanent club records.



Central Coast California Unit WBCCI Rally Planning Guide

RALLY ACCOUNTING FORM

Submit to the Treasurer within two weeks after the rally.

Rally: _____

Date: _____ **Location:** _____

Host(s): _____

A. Campground Deposit(s). (Record check number, date, and amount, below)

Check Information: _____
(Carry this amount to **Expenses: Line 1** below)

B. Checks/cash received:
(Name or Raffle & Amount)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

B. Total \$ _____

C. Expenses:
(Name/Amount)

1. _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

C. Total \$ _____

Subtract "C" total from "B" total: \$ _____ (Represents profit/loss for rally)

Note: The Treasurer will supply pre-rally check(s) for the venue deposit(s) and one post-rally check for reimbursement to the host.