

# Rally Hosting Tips

## Pre-planning Tips:

1. Today's camping environment requires planning sometimes a year in advance-the explosion of RV sales combined with a shortage of campgrounds - a classic supply and demand scenario - has caused campers to plan their trips early to ensure availability. Since our rally season occurs at peak times in the calendar year- pre-planning is critical.
2. Contact the current First VP as they are planning for the following year's rallies when they assume the presidency.
3. Ask other members for advice, assistance, ideas, timing and coordination.
4. Check for other events in the regional area to avoid conflicts-dates.
5. Decide if the rally will have a special theme or activity.
6. Rally locations can be selected in an area that offers several entertainment and sporting events, or at a scenic place with historical or educational significance.
7. Size does not matter- small local rallies are very successful. But larger ones might require a small team of helpers to coordinate duties.

## Planning Location:

1. Choose a State or National Park or a commercial campground. Contact them for advice on planning details, plus their requirements or restrictions.
2. Most people today prefer three-point hook-ups, which are available in commercial campgrounds. Some have WiFi and cable TV access.
3. National, State and local public parks usually have water and electricity on site- but not always. Most have dump stations. Check if on-site toilet and showers are available.
4. Try to reserve a section where Airstreamers can camp together.
5. A "boondocking" rally means there are usually no utilities available. Such a rally is fine for a few days, especially if there are interesting activities to do nearby. Such a rally can be held at remote places in the National Forests, the Bureau of Land Management (BLM), National, State and county parks or on private land.
6. Camping together requires coordination- a commercial campground can often set aside a block of sites that are together- establish a working relationship with a point of contact at the campground, if possible, to have one-stop shopping – it makes life easier. Reservations at State, local or National Park are usually on a first-come, first-serve basis and require reservations being made oftentimes a year in advance.
7. A covered meeting place or hall is ideal – cooking or picnic facilities even better.
8. Consider adding the GPS coordinates of the campsite, not the nearby town.

### **Rally financials and fees:**

1. A rally fee should be established to cover all expenses.
2. Rally costs are based on things like:
  - Group meals i.e., breakfast or catered dinner.
  - Event souvenirs
  - Firewood for group campfire
  - Any costs to be shared by the group.
3. Determine the Rally Fee amount. This amount should include all your rally expenses divided by number of attendees.
4. Determine how rally fees will be paid e.g., Cash or Check
5. Keep a detailed list and receipts of Rally Expenses and Fees paid.
6. Submit an expense sheet after the rally to the Unit Treasurer and President
7. Discuss with the Unit Treasurer and President about Rally overages or shortages that you expect (some of these points will be reiterated in the post-rally section).

### **Preparation:**

1. Determine rally agenda and include information on places of interest in the area- most towns have a Visitors Center or Chamber of Commerce to obtain brochures for local attractions.
2. Plan tours of local attractions, or prepare directions for self-guided local trips.
3. Plan a group event for the last evening, a potluck, catered meal or BBQ's. Ensure your rally fees will cover the expenses.
4. Provide a list of addresses and phone numbers of local emergency contacts.
5. Schedule "On Your Own" free time. Some people prefer not to have an entire day planned out in advance. Leave time during the day for relaxation, personal interest i.e., exploring the area.
6. Enlist volunteers to assist with parking, cleanup, cooking, games and activities.
7. Souvenirs or "swag bags" for each attendee including personal mementos from the rally or area can highlight the member's attendance, this is optional.
8. Prepare a packet with useful information about the area.
9. Email a schedule of events to everyone who has registered for your rally.

### **Example of Rally Schedule**

#### *Thursday*

- *Arrive & setup*
- *4:00 Happy hour*
- *Dinner on your own or with friends*
- *Campfire*

### *Friday*

- *8:30-9:30 Continental Breakfast*
- *1:00 Tour of local attraction*
- *5:30 Dinner at our favourite restaurant. You will need to pay for own order. Please RSVP with rally host.*
- *Campfire*

### *Saturday*

- *8:30-9:30 Continental Breakfast*
- *Day on your own.*
- *4:00 Happy hour*
- *5:30 Pot luck.*
- *Campfire*

### *Sunday*

- *8:30-9:30 Continental Breakfast*
- *Break camp for rally attendees.*

### **Advertise your event:**

1. Email Rally information to the Newsletter Editor and Webmaster.
  - See the Rally Events card (also, in addition to completing the Event Card- consider writing a more descriptive narrative for the Newsletter- to entice folks to come
2. Post reminders on the private Facebook group or ask the Newsletter Editor to send out an email blast to all members.

### **Arrival Tips**

1. Greet people as they arrive. Make them feel welcome.
2. Collect the rally fee, and hand out the welcome packet
3. If Boondocking identify the places available to park.
4. Point out the locations of the meeting places and other facilities of the campground.
5. Have a sign-up sheet or a verbal agreement for the volunteer helpers.

### **During the Rally:**

1. Breakfast: On your own or put on a continental breakfast.
2. Lunch: On your own or suggest a great restaurant or brew pub to participants.
3. Happy Hour: This optional social get-together usually starts around 4:00 p.m. and continues until about 6:00 p.m. Ask everyone to bring light snacks.
4. Evening Meal:
  - Pot Luck: meals can start anytime after happy hour. Plan

it at least an hour after “happy hour” to give members time to go back to their trailer and prepare- let people know if they need to bring their own plates, utensils and drinks.

- Catered meal: works well at some locations, but adds to the cost of the rally fee.
5. Evening Campfire: WDCU rallies almost always have a campfire in the evening. Ensure there is enough legal firewood for the nightly campfires.

### **Post Rally**

1. Write-up a post rally report with photos for the Newsletter- the report should include a list of the participants and in narrative form- point out the highlights.
2. Submit an after-action report to the Unit Treasurer and President including a detailed accounting of the expenses- with receipts. The Treasurer will reimburse said receipted expenses with a check issued from the WDCU account. Any overages and shortages will be resolved at this time.