

COLORADO AIRSTREAM CLUB

How To Host a Rally Revised: January 2023

Thank you for your willingness to be a host of one of our events! Without you, these activities could not take place. Our club thrives because members give their time, energy, and creativity.

We have a new policy in 2023 to encourage those who commit to being rally or luncheon hosts: You will be able to register 2 days before open registration starts for the rally of your choice in the year you host. Or, if you host a luncheon late in the year, you are eligible for this benefit the following calendar year.

HOW TO HOST A RALLY

Determine a location and date. Ideal campgrounds for rallies have 25-30 sites close together, with a covered pavilion or clubhouse we can use for happy hour or other activities. The club is flexible however, and sometimes we host smaller rallies of around 15 sites. If a pavilion or clubhouse isn't available, we have also been known to set up a few pop-up tents for an informal gathering place. If you have an idea for a place you'd like to visit, a good resource for finding campgrounds is the app Campendium, (also on the web at www.Campendium.com) where you can search campgrounds by map area. Work with the current club president and Event Coordinator for approval on location and date, and with the club treasurer to make deposits on sites.

The club finds it easier to reserve all the sites in the name of Colorado Airstream Club (CAC) and put down a deposit, or even a full payment if required, using club funds. We have a cash reserve for this and are able to make full payment if needed at the time of reservation, before club members register and pay.

There's no need for rallies to be only in Colorado. The CAC has had successful rallies within the last few years in South Dakota, New Mexico, Utah and Arizona as well. Be creative, and dream about where you'd like to visit with your Airstream buddies!

Advance planning is essential. A year ahead is ideal, sometimes reservations can be made even further out than that. You'll need a minimum of 6-9 months' lead time to reserve enough sites needed for a rally. When choosing a venue, the hosts need to work with the campground to ensure rigs can be assigned to sites that can accommodate the size of each trailer and tow vehicle and any member's special accessibility needs.

Slack for Communication.

The club is now using Slack for communication between club members for rally planning, and during rallies as well. Slack is essential during rallies for announcing last-minute activities, or for important up to the minute communications when changes of plans happen. If you need help getting started with Slack, contact Scott Kunze at ScottKunze@gmail.com.

COLORADO AIRSTREAM CLUB

How To Host a Rally Revised: January 2023

Decide what type of activities to include in a rally you will host.

Just Campin'. Many members want to keep it simple, and Just Campin' rallies can be just that, without group meals or activities. The group will always gather informally for happy hours, and it can be helpful to recruit members to host a happy hour at their trailer for one evening.

Just Campin' Potluck. Your rally can include a group meal as a potluck if you choose, with dishes assigned by name. For example, A-H brings side dishes, I-O brings salads, P-Z brings dessert, and everyone brings their own meat to grill. The club has access to a couple of large party grills if you decide on a group dinner in this style. These have been successful at past rallies. There is always plenty of food, and they are easy to put together.

Spontaneous Group Activities at Rallies

Some group activities require little planning, other than announcing it to attendees. For example, inviting others to a dinner out, or arranging group hikes or bike rides have been popular in the past. Slack can keep everyone in the loop during the rally. Our club leadership strongly encourages the use of Slack for rally hosts and attendees.

Organized Group Activities at Rallies

Some rally hosts have offered the option for activities like Jeep tours, Segway Tours, brewery tours, museum tours, group lunches or dinners out, or hosting a speaker or a presentation by a park ranger. If you are willing to do a little upfront research and organization, group activities like this can be a whole lot of fun. But again, these types of activities are optional for hosts.

Rally Fees

The CAC charges a \$5 per person rally fee to cover administrative expenses, even for Just Campin' events. Each rally host will need to establish a unique rally fee, in addition to the \$5 fee, as requested by our club accounting volunteers for ease in record keeping. For example, you might purchase \$30 worth of snacks to serve at a happy hour, then add \$1 to each member's rally fee if there were 30 registered. This cost needs to be different than any other rally fee scheduled during the current year. The PayPal fee per person should be included in the registration fee for rallies. Use this fee calculator to determine the appropriate price. <https://thefeecalculator.com/>

Traditional Rally Events.

If you are ambitious, you can host a traditional rally that includes welcome packets, included breakfasts and/or dinners, evening live entertainment, lots of planned organized activities, or your own version of the above. There are several long-time club members who have hosted these types of rallies with all the bells and whistles, and can

COLORADO AIRSTREAM CLUB

How To Host a Rally Revised: January 2023

coach you on how to organize this. Or you can bounce ideas off any board member. Sometimes rally hosts decide on a theme for the rally and center activities on that theme. Or a rally can be centered on an event like a festival or concert.

Rallies that include meals, activities and entertainment need to have projected costs nailed down about 6 months ahead of time, so that the club can set the event fee and because communication typically goes out to the membership months in advance.

Invite a co-host.

Once you have the sites reserved, ask someone to co-host with you. The rally co-hosts can divide their hosting duties any way they choose.

Hosts usually arrive a day ahead of time to get set up and familiarize themselves with the setting before the group's arrival.

There are typically two co-hosts for each Rally/Just Campin' event. It's a great opportunity to get to know fellow CAC Members and deepen those friendships.

Communicate regularly with Campground

Check in with the campground regularly after making reservations for campsites to ensure we still have our spots reserved and that all reservations for group gathering spots like pavilions are still in place. Employee turnover and changes of ownership do happen, and it's important to confirm the terms that were originally agreed upon when the reservation was made. Also, be sure to get the terms in writing from the campground. Once at the campground, hosts are the liaison between the campground hosts and the attendees.

Promoting Your Rally

As a host, you'll be responsible for filling out a form called an "Event Generator" online using the JotForm platform. You'll determine a registration deadline, and provide a description of the campground, the area, activities available, and events you plan to organize. Find a good photo of your campground to include. After you fill out this form, your club Webmaster generates a JotForm for registration, to be posted on the club website.

Waitlist

Our club is large, so rallies sometimes sell out quickly. We can generate a wait list on JotForm. In 2023 the club has elected to wait until 3 weeks prior to the event before starting a wait list, which should save the hosts from having to contact multiple people to fill last-minute cancellations.

Event Registration

All rally registrations are done online using JotForm, which tracks attendees as they register for the event and pay via PayPal. It will complete a spreadsheet for you to download with all the information on each attendee, including rig size. You'll receive a password to JotForm for accessing this information.

COLORADO AIRSTREAM CLUB

How To Host a Rally Revised: January 2023

Cancellations

If an attendee cancels, a refund will be issued if they cancel before the registration deadline. After the registration deadline, a refund will only be issued when there is no loss to the club as a result of the cancellation. In this case the host will recommend a refund. The Treasurer will confirm that there is no loss to the club and issue a refund.

During the Rally

As hosts, it's nice to make club members feel welcome, especially those that are new. Displaying your Big Red Numbers and name(s) on or near your trailer will help people find you who need assistance or have questions.

Final Settlement

Before leaving the venue, hosts need to make sure to settle any bills or recoup any deposits with the campground.

After the Event

The last step for hosts is to provide a summary of all expenses with receipts to the treasurer within a week of the event. If you had any out-of-pocket expenses, you'll be reimbursed by the Treasurer. If a surplus of funds was collected for the event, no refunds will be given. If event expenses exceed income, the losses will be covered by club cash reserves.

THANK YOU FOR VOLUNTEERING TO BE A HOST!!! It truly takes a village for our club to offer so many exciting events all year. Please know there are many resources available to support you. Your primary point of contact is our club Event Coordinator, which for 2023 is Rob Hughey. Contact Rob at RobHughey@mac.com.

Most of all, have FUN with it! These guidelines are intended to support you in your event. Be creative and make the event your own!