

Rally Planning Guide

Wisc-UP Airstream Club

Hosting a rally should be enjoyable for both the hosts and attendees! The goal of this guide is to provide organization to all the different tasks our rally hosts face and help make your rally successful.

How to Host a Rally

1. Decide a location, an approximate date, and what activities would be available. If using a campground, check that a rally would also work with their calendar, and they would be willing to set aside sites.
2. Contact the current 1st Vice President and discuss your ideas. If the rally fits in the next year's calendar, the 1st VP will add you to the schedule, and give you the go-ahead to start planning. Now is the time to ask another member to help host the rally!
3. It is time to lock down some details with the campground. If private, it's best if attendees are permitted to contact the campground directly and make their reservations. Other examples of locations would be fairgrounds, private land, state/county/municipal parks. Will the location have a pavilion, shelter, to use for gatherings during rain? If a deposit is required, you will contact the 1st VP or Rally Coordinator and they will contact the treasurer to arrange payment directly to the campground. Rally hosts are not permitted to make the deposit payment from their own pocket.
4. Brainstorm with your cohosts to prepare a preliminary rally schedule. Make lists of possible activities, research costs for tours, and make meal decisions. This planning will be necessary to set your rally fee. Make an outline of your weekend schedule. Remember, this is a preliminary schedule, changes will happen!
5. Set your rally fee! What meals do you want to organize for the group? Potluck? Taco Bar? Breakfasts? Coffee? Catered Dinner/Pizza? Bring your meat

and a side to share? Or, all meals on your own! Use your imagination, and choose something you enjoy and are comfortable providing!

Now to estimate those rally fees. Breakfasts: Allow \$10/adult for a three breakfast rally is a good starting point. (Based on 2023 prices.) This will provide a decent amount of food for the group. If you have something special in mind that may be more expensive, just adjust the allowance to meet your estimated cost. Dinners: Do you want to provide food? Estimate the cost per person, for example, a loved local pizza place. How many people will their large pizza feed? Use the average pizza price and divide by servings. Again, \$10/adult may provide an adequate pizza budget! Do this estimation method for any food you want to provide your rally guests. And round up the head count a bit to ensure adequate quantity.

Rally plates/utensils/napkins: You decide if you want to provide. Estimate \$4-5/person (based on 2023 prices) to include for all breakfasts and dinners.

Costco is an excellent source for reasonably priced food/plates/etc. in rally quantities.

Once you have decided all you will provide, add up the costs per person, and that will be your rally food fee/adult.

Other Rally Fees: Some locations may have a shelter or building that we can use, but charge a rental fee to allow our group sole use. If you want to use the facility, divide the cost of renting for the weekend by the number of adults you estimate will attend. Add that per person estimate to the rally fee calculation.

Is there an activity with a cost that you want the entire group to attend? A local tour, a speaker coming on site, a museum, a boat ride... then add the admission or fee/donation (divided among attendee estimate if the cost is for the group) to the rally fee.

Estimating Rally Attendance: For the other rally expenses above, you will need to estimate the rally attendance. On average, rallies will attract 20-25 units, 40-50 adults. But your circumstances may be different - a very popular location, a special event occurring during your rally, or even a small venue that would limit

parking to 15-20 units. Use your best judgement, or ask the Rally Coordinator for help!

If you would like to have a group meal at a local restaurant, like Friday Fish Fry, and have everyone pay their own tabs, use the Online Registration Form to track interested attendees. This will give you a head count to keep the restaurant informed. This same method can also track interest in other activities without collecting money.

Extra events can be handled other ways too. First option, people can pay their own admission at the activity. This works well if people choose to come during their free time, and arrive at different times. The second option, would be to list an activity with the cost as an a la carte item on the Online Registration Form. These activities may be more expensive, such as a scenic boat ride and the group would attend at specific time together. The ticket cost would be paid at the time of registration. This type of prepaid activity will require your coordination with the treasurer to receive a check prior to the event to pay the venue.

Example of calculating rally fees:

| | |
|---|-----------|
| Breakfast allowance per person (3 mornings) | \$10 |
| Dinner allowance per person (Pizza/salad night) | 12 |
| Plates/napkins/utensils/tablecloths/decorations | <u>4</u> |
| Total Rally food estimate | \$26 |
| Building fee (\$100/50 attendees) | 2 |
| Local artisan demo (\$200/50 attendees) | <u>4</u> |
| | \$32 |
| REGISTRATION FORM | |
| RALLY FEE, PER ADULT | \$32 |
| OPTIONAL PREPAID ACTIVITY | <u>30</u> |
| TOTAL ADULT | \$62 |

Children's Rally Fees: Set your children's rally fees, if you need assistance, ask the 1st VP or Rally Coordinator.

The goal of every rally is to break even. No large overage, no large loss. Our club asks rally hosts to do their best to estimate expenses and collect adequate rally fees. However, no rally host is responsible for any rally's financial loss.

6. Publicize your rally. Write a few paragraphs about your rally, including the dates, location, activities, and rally fee. This information will be shared several ways: the Wisc-UP Newsletter, the Wisc-UP Website, and Facebook. (The Blue Beret Wisc-UP Calendar is completed by Club Headquarters.)

A. Your responsibility will be to email a copy of your write-up to the Wisc-UP Webmaster. This will get your information in the event section of our website. Plan to send a general description by January. This can be updated later to include more details if needed.

B. Next, send your rally information to the Editor of the Wisc-UP Newsletter 4-6 months ahead of rally. All events will appear in every newsletter, under the heading "Upcoming Events", but your write-up is what will provide details and entice members to attend! This can be sent earlier if needed to secure campsites, etc. Two to three months ahead of rally, a second write up for the newsletter would inform newer members, and forgetful older members of your exciting rally, and reminders to register on our website.

C. Create an event on the Wisc-UP Facebook Page. If you need help, contact an administrator of the Facebook page.

D. When you are ready to have members register for your rally, send an email to the Wisc-UP Registrar. Include all the information, rally fees - adult/ children, any other fees, Friday Fish Fry Head count, etc. The Wisc-UP Registrar or Rally Coordinator can help you with this step. When people register for your rally, you will be notified via email with the information from your registration form for each attending unit. This information will come from the Wisc-UP Registrar by automatic response from the registration program.

7. Make your roster. If sites are being reserved directly by the campground, work with the campground to let you know who has registered. Start the rally

spreadsheet with these members. Build an email list to contact attendees. This is important to keep attendees informed! When it is time to register and pay rally fees on our website, you can send an email to those with campsites, confirming they have a site and asking them to register. If you still have room for more attendees, that can be advertised in the newsletter, or by an email blast to all our members. An “email blast”: write the body of an email with your information. Send the email to our Wisc-UP Webmaster and ask to forward your email to all members. The Webmaster will cut and paste your written notification into a new email that is sent to all members. Remember, your write-up is what will be sent, do not ask the Webmaster to edit your work.

Use your roster worksheet to track that rally fees have been paid by all members who have a campsite. Every time someone registers online, you will receive an email from our Wisc-UP Registrar. Make sure everyone has a site and paid their rally fee. One week before your rally, contact the Wisc-UP Registrar and request a Roster Report, and verify your roster matches the report. Contact the Registrar with any discrepancies. Rally hosts also must register and pay the rally fees.

Email all attendees a copy of the Rally Program/Schedule. Use your email list to notify everyone of changes, or send out updated programs. Allow enough time for people to plan pot luck contributions, Happy Hour snacks, etc.

8. Financial/Accounting Responsibility: Bookkeeping requirements for rally expenses will be determined by the club treasurer. Keep all receipts for any rally expenses paid directly by the rally hosts. Use the Rally Accounting Form to list and track all income and expenses. When rally is complete, send the form along with copies of all receipts to the treasurer for reimbursement. The documentation can be submitted electronically via email, with scanned receipts. Discuss with the treasurer how to forward any cash received during the rally.

9. Donations, WISC-UP 4 GOOD. (This is a sample only. Needs to be rewritten based on club’s official decisions.) Select a local cause to benefit from a group activity, or financial donation. Allow for free will donations via the rally registration form. Or forward a percentage of the rally fees to chosen charity. The goal is to prevent rally hosts from collecting cash during rally.

10. Enjoy the rally! After all the preparations, try to relax and enjoy your rally.

Welcome participants when they arrive by handing out Welcome Packets with local attraction brochures, maps, provided by the local Visitor's Center. Introduce yourselves to new members, and record arrivals on your rally form.

Ask rally participants for help when you need it, you will have many offers. Some regular activities, such as introductions by everyone during the first happy hour are great ice breakers. As stated in the beginning, do things you enjoy. Set up game night, play a movie, have a jam session with our talented musical members. What have you enjoyed at a past rally? Did not enjoy? Our membership has varied interests and talents, just waiting for you to discover!

RALLY CHECKLIST

1. Select location, date, activity highlights:_____
2. Contact 1st Vice President for approval, find rally co-hosts.
3. Coordinate details with rally location/campground.
4. Create basic outline of rally activities, meals, etc.
5. Set your rally fee.
6. Publicize your rally:
 - Send rally write-up to Wisc-UP Webmaster
 - Send rally write-up to Newsletter Editor
 - Add Event to our Facebook Page
 - Send registration information to the Wisc-UP Registrar
 - Complete and share the Rally Program
7. Make your roster using the Rally Form. It can be completed electronically, or manually.
8. Track all expenses, save receipts and submit to Treasurer for reimbursement. Include your completed Rally Form.
9. WISC-UP 4 GOOD: Decide upon a charity, and how you would like to provide support. Optional.

Contact Information

| | | |
|---|-----------------|--|
| President 2024 Rally Year | Jim Guthrie | wbac11970@gmail.com |
| First Vice President 2025 Rally Year | Morten Lindstad | mlindstad1@gmail.com |
| Treasurer | Kurt Jorgensen | kurtspda@centurylink.net |
| Rally Coordinator | Vacant | |
| Wisc-UP Webmaster | Bob Manak | bob.manak@wbcci.net |
| Wisc-UP Registrar | John Cooper | john@wisc-up.org |
| Newsletter Editor | Ed Emerick | emerick4425@gmail.com |
| Facebook Administrator | Sandy Emerick | semerick4425@gmail.com |