**For Hosts of NEAC events**

**Step 1** – Confirm a location and dates for the event (Rally, Rendezvous, gathering, meal, etc.) and communicate the information to the **2nd VP/Event Calendar Coordinator**

Information is then sent to the **Webmaster** to be added to the “Save the Date” page shown here -

<https://airstreamclub.org/new-england/rallies-and-events>

**Step 2** – Finalize plans for the event and create a rally registration coupon. Be sure to include all the information below. This gets sent to the Webmaster. If you want the coupon to appear in the club newsletter, also send it to the newsletter committee.

**Title of the event:**

**Event Name:**

**Club:** New England Airstream Club

**Start date mm/dd/yyyy**

**End date mm/dd/yyyy**

**Event Phone:**

**EVENT WEBSITE URL:** (if applicable)

**Link text** (for the URL):

**Event Summary** (5 lines MAX):

[Use this as a brief summary (5 lines MAX). Put the remainder of your Event information into the "Body" section.]

**Event Location Name:**

**Event EXACT Address:**

**State / Province:**

**City:**

**Zip / Postal Code:**

**Registration Deadline mm/dd/yyyy**

**FEATURED IMAGE** (if you have an image you want to appear) Optional

**Body** (Description of the event is expanded on here):

**FEATURED RESOURCES** (You can include any attachments, such as the **registration coupon**, maps, an itinerary, etc.) Optional

**TEASER IMAGE** (if you have an image you want to appear)

**Contact Name:**

**Contact Title:** eg. Host or Co-Hosts

**Contact Email:**

**Contact Phone:**