

Carolinas Airstream Club

Rally Host Guide

January 1, 2026



Purpose: This guide is designed to assist CAC Rally Hosts in preparing for and conducting club rallies in a manner that accomplishes the purpose of the rally and provides an enjoyable experience for all who participate in the rally. Rally Hosts are club members who step up to help the club put on CAC Rallies and events.

Generally, CAC Club Rallies are developed and scheduled by the CAC 2nd VP the year prior. Sometimes, however, CAC Rallies are proposed and developed by one or more individual CAC Club members. In such cases, if the proposed rally is approved by the CAC board, many of the initial rally planning and coordination responsibilities, normally carried out by the CAC 2nd VP, will be the responsibility of the CAC Club member(s) who propose the additional rally or event. But in all cases, once a rally is approved and posted for club members to register for participation, the volunteer host(s) are expected to take the lead in finalizing the needed coordination to make the rally a success. Of course, the CAC leadership team will assist as needed.

Rally Host Guide Contents:

- Host Responsibilities
- Event Planning
- Rally Budget
- Rally Activities
- Rally Schedule
- Rally Emergency Information

Host Responsibilities

First, thank you for agreeing to host a CAC rally!

The Rally Host(s) are responsible for managing the rally activities as well as the needs of rally participants to ensure that all rally participants have a great time at the rally. Additionally, Rally Hosts will collaborate with the CAC 2nd VP in planning the rally events and activities, such as morning coffees, social activities, fireside events, community

meals and other events during the rally. If the Rally Host(s) proposed and planned the rally, they will be responsible, with assistance from the CAC 2nd VP, for coordinating with the selected RV Park/Campground for parking and use of facilities and for preparing and sharing the Rally Schedule with rally attendees.

The Rally Host(s) will provide their contact information to all attendees, and identify a safe rally point for all rally participants in the event of an emergency and a safe route out of the campground.

Host(s) will also identify and provide the rally participants information on nearby emergency services' points of contact. The Rally Host(s) will also serve as a point of contact for any emergency notification of a rally participant.

The Rally Host(s) campsite will generally be referred to as the Rally Home, unless another site or another designated location within the RV Park/Campground has been identified for this purpose. This should be the site where morning gatherings and the first evening meet-and-greet will occur.

Event Planning

First and foremost, this should be a “fun” event, so don’t make your activities or planned joint meals so complicated that it causes you stress. Sometimes the simplest things are the most fun. And don’t forget to ask for help. If you decide to recruit a co-host, that’s awesome!

If the rally is proposed by Club members(s) and is approved, typically they will serve as the Rally Host(s). The Rally Host(s) should visit the RV Park/Campground in advance of the rally to ensure that the facilities will meet the needs of the rally, secure the use, as appropriate, of meeting facilities, parking, access to bath and restroom facilities and any specific requirements for planned rally activities. In such cases, the Rally Host(s) will coordinate with the RV Park/Campsite operators to provide sufficient space at their campsite or a nearby location for the Rally Home site.

While many rallies are selected and planned around a specific event or location, the Rally Host(s) are responsible for planning the actual activities and events that will take place during the rally. This includes all activities at the campground and those rally activities that will take place at any other site.

Remember that any given rally is competing with other rallies that month. So, you need a description, rally name and an activities summary that “sells” your rally to CAC club members. Most CAC club and general ACI members will attend only one or two rallies in a month. Your rally needs to be of more than just general interest. It should offer something unique or of special interest.

Planned events must be suitable for all participants or accommodation must be made in advance for any mobility challenged participants. It is recognized that some planned activities, such as fishing, hiking or other strenuous events may not be suitable for all rally participants. In such cases, Rally Host(s) should endeavor to provide alternative events or activities for those who cannot participate or choose not to participate in such activities.

The Rally Host(s) will coordinate with all third-party individuals and organizations in advance to ensure that planned activities are properly organized and coordinated well before the rally takes place.

Rally Host(s) should include in the event schedule a morning gathering for coffee, juice and/or pastries at the Hosts' campsite or at some other suitable location. This provides an opportunity for all rally attendees to have their questions answered, if any; to be informed of the day's planned events; address any schedule changes; and to coordinate any transportation needs for the day's events. In addition, the club creates a WhatsApp chat group for every rally, and all attendees will receive an invitation to join. This is used as a primary communication tool for all group activities, meeting times and places, and spontaneous gathering locations. All attendees should be encouraged to download the app and join the chat group for their specific rally.

Rally Host(s) should plan events that are suitable and of interest to the likely participants of the planned rally. Locations for events, scenery, access, historical and cultural significance should all be considered when planning rally events and activities. Transportation is also important to consider. In some cases, not every rally participant can drive to planned events or activities. A carpooling plan or contract transportation might need to be considered. Often, carpooling is quickly arranged through communication within the WhatsApp chat group.

Some events or activities that are suitable for the rally participants to enjoy, or that are the actual reason the rally is scheduled, may require an entry fee. In such cases, this fee must be considered while planning the rally activities and where the fee will be in addition to the basic CAC Club established rally fee, it must be approved in advance by the Board. This fee, if approved, should be either included in the CAC rally participant registration, in addition to the basic rally fee, or the participants must be informed via the rally proposal Jotform and the posted CAC Rally Schedule that there is a fee to be paid to participate in the planned activity by each rally participant. It is permissible for such additional fee, if approved by the CAC Board, to be paid by individual rally participants, such as for a group meal, at the restaurant or at an entertainment venue. But whether such a fee is to be paid when registering for the rally or at the time of the event, this must be made clear in the rally posting on the ACI events website.

The Rally Host(s) will prepare a rally schedule to be shared with all rally participants before or at the start of the rally via email or by hard copy upon arrival at the rally site.

When a CAC Club member is proposing a rally site, pets must be a consideration in planning. Many of our club members travel with pets and most are accustomed to finding suitable areas for pet relief, etc. Most RV Park/campgrounds have some accommodation for pets, such as a pet play area, a designated location for pet relief, and areas for pets to be taken on walks. Any pet challenges should be discovered during the rally planning phase and shared with attendees in advance. Additionally, regarding pets, rally hosts should provide a gentle reminder to the attendees that we love our pets, but they are not allowed to rally events where food is served, as per the ACI.

The Rally Host(s) will ensure advance coordination with the CAC 1st and 2nd VPs on the planned events and the final rally schedule.

To view a listing of currently approved CAC rallies for the current year, go to:

<https://airstreamclub.org/events?list=1&from=01%2F01%2F2026&to=01%2F01%2F2027&type=-1&state=-1&club=45876>

To View and Download a spreadsheet of registered rally attendees for your rally, go to:

<https://airstreamclub.org/021carolinas-rally-event-registration-lists>

Note that there are two ways to see the registrations. One is what is displayed right on the website.

The other is to click the "attendee download" hyperlink above each rally listing. This will give you a full spreadsheet for each rally.

Rally Budget

Rally Host(s) must recognize that the currently established CAC Club \$15 rally fee is intended to cover basic rally expenses. These include communal rental facilities at the RV Park/Campground (if needed), morning coffee expenses, miscellaneous administrative expenses for the rally, such as printing the rally schedule, temporary signage or other hosting expenses. Aside from morning coffee and donuts, miscellaneous administrative fees, campground meeting facility rental or similar, this fee is not intended to cover outside or catered meals or alcoholic beverages. Community meals at the campground are usually not catered but are typically pot-luck/shared meals with each person providing their own setups and beverages.

The rally budget estimate, along with the rally schedule, should be prepared in advance for review by the CAC 1st or 2nd VP. This budget must include any event or activity for attendee participation that will be paid out of the rally registration fee. Any amount required above the \$15/person standard rally fee must be approved by the CAC board prior to the rally registration JotForm going live on the CAC website. Some events or activities that have additional cost associated with them may be optional and can be paid by the individual outside of the rally fees at the time the cost is incurred, such as for group meals where each rally participant pays for their own meal(s). But even in this case, the planned event must be approved by the CAC Board in advance, and this must be included in the rally description of events posted via the Jotform.

The budget will contain at least the following budget items:

- Rally Fee
- Projected facilities fees, if any
- Morning coffee and pastry expenses
- Group cookouts or other meals furnished by the club.
- Optional Rally Event or activities fees (example: the fee to visit Biltmore)
- Misc Rally Host(s) expenses
- Other Rally related expenses

Rally Activities

Rally events and activities must be carefully considered and preferably planned in advance of the rally itself. Such events and activities should be of generally broad interest to members of the club and suitable for most attendees' participation.

Morning gatherings for coffee and pastry should be considered for each day of the rally at the Rally Home site. A simple breakfast for the morning of the last full day could be helpful to all rally attendees. Volunteer cooks are always available to help, just ask.

Simple Happy Hours should be planned each evening at a designated site or common campground facility where attendees bring an appetizer and their beverage of choice.

Typically, rally attendees are asked to bring their own setups for meals and happy hours unless the rally host(s) has other plans.

A fireside gathering, also at the Rally Home, with shared snacks and BYOB drinks, should be planned for the first evening of the rally. This gathering will facilitate introductions by the host(s), along with identifying their campsite location and the locations of key RV Park/campsite facilities. Typically, the president of CAC, or senior CAC Club officer present, will welcome the attendees and will give each attendee a chance to introduce themselves and their family or guests attending the rally, share a

brief summary about their Airstreaming background and about their rig. This also provides a chance to review the planned activities for the remainder of the rally. Also, at this time any first time CAC rally attendees will be inducted into the club by the CAC President, CAC Vice-president or their designated appointee.

Consider planning a joint meal one evening. This can be a pot-luck meal with all contributing dishes to share, a meal at a local restaurant or a cookout or bar-b-que at the campground.

Time of year and weather conditions must be a consideration in planning events and activities. If weather may affect planned events or activities, the Rally Host(s) should have a contingency plan for inclement weather.

Many activities are of interest to our CAC members. Our region is ripe with historical sites, cultural events and venues for entertainment and amusement. Outdoor activities are of special interest to many, so biking, hiking, kayaking, and fishing may be attractive activities to plan into the rally schedule. You might also consider local museums and locations that provide tours.

Clean-up is a given for all meals and rally activities. Please ensure that all areas used during the rally are clean and trash is disposed of appropriately. Our Airstream motto is "leave it cleaner than how we found it." Ask for assistance from all of the rally attendees.

The link to the CAC Club Rally proposal Jotform is:

<https://form.jotform.com/222294197993167>

Rally Schedule

The Rally Host(s) should prepare a day by day, event by event, schedule for the rally. This should be shared with the CAC 1st VP in advance of the rally and then with each rally attendee via email in advance of the rally. Attendees' names, email addresses and phone numbers can be found on the CAC protected rally list download for your particular rally. You should have additional printed copies on hand to share at the rally if requested.

A **Rally Schedule Template** is provided on the next two pages. Rallies are typically held Thursday through Sunday, however, occasionally rallies will be scheduled outside this norm to accommodate special events or occasions (the rally days need to be set well in advance for the members to register and plan on and not changed by the hosts). Note that hosts are not expected to come up with two attractions each day, but the template is designed to accommodate that if needed. Hosts should be creative and flexible in selecting activities for attendees.

Rally Emergency Information

You should plan to post the following emergency information at your campsite and share it with all attendees in the rally schedule:

Nearest Hospital/Emergency Room:

[Hospital Name Here]

Address 1

Address 2

(000)000-0000

Nearest Urgent Care:

[Urgent Care Name Here]

Address 1

Address 2

(000)000-0000

Nearest Veterinary Clinic:

[Veterinary Clinic Name Here]

Address 1

Address 2

(000)-000-0000



Official Rally Schedule

[Name of the Rally Event]

Thursday, [Date]

[Edit the items below, as required for your location]

3:00P Arrival and rally check-in

5:00P Happy Hour! Meet and greet with adult beverages and snacks to share at Rally Home. BYOB. [If you are providing a meal or snacks, add that here. You may ask attendees to bring hors d'oeuvres, snacks or their own meals. If you are serving a meal, remember to ask attendees to bring their own setups. This is also a great time to discuss the details of the rally activities for Friday and Saturday. Especially discuss transportation details.]

7:00P We will light the evening campfire at Rally Home. [We suggest a continuation of festivities by the rally host. Attendance is not required, but encouraged as a way to get to know each other better. Some may choose to retire early or sit at their own campfires.]

Friday, [Date] [Edit the items below, as required for your location]

8:30A [Coffee/Breakfast plans by the host. We recommend meeting at the Rally Home. Coffee should be provided but we also suggest finding local donuts, pastries, fruit or other finger food.]

10:00A Off-site Attraction #1

Address 1

Address 2

[If there is any cost to attendees, list it here. If not, it is covered by the rally fee.] [Insert attraction #1 description information here.]

[Insert Attraction #1 contact information here.]

Noon [Lunch plans here. Include whether lunch costs are covered by rally fee or not.]

Afternoon Off-site Attraction #2

Address 1
Address 2

[If there is any cost to attendees, list it here. If not, it is covered by the rally fee.] [Insert attraction #2 description information here.]
[Insert Attraction #2 contact information here.]

5:00P Happy Hour! [Include dinner plans here. Include the location, even if it is at the campground. Include whether dinner costs are covered by rally fee or not.]

7:00P Special Event - or - light the campfire at Rally Home. [If a special event is planned, list the details here. Special events may include entertainment or on-site tastings for example. If no special event is planned, we suggest a continuation of festivities by the rally host. Attendance is not usually required. Some may choose to retire early or sit at their own campfires.]

Saturday, [Date] [Edit the items below, as required for your location]

8:30A [Coffee/Breakfast plans by the host. We recommend meeting at the Rally Home. Coffee should be provided but we also suggest finding local donuts, pastries, fruit or other finger food.]

10:00A Off-site Attraction #3

Address 1
Address 2

[If there is any cost to attendees, list it here. If not, it is covered by the rally fee.] [Insert attraction #3 description information here.]
[Insert Attraction #3 contact information here.]

Noon [Lunch plans here. Include whether lunch costs are covered by rally fee or not.]

Afternoon Off-site Attraction #4

Address 1
Address 2

[If there is any cost to attendees, list it here. If not, it is covered by the rally fee.] [Insert attraction #4 description information here.]
[Insert Attraction #4 contact information here.]

5:00P Happy Hour! [Include dinner plans here. Include the location, even if it is at the campground. Include whether dinner costs are covered by rally fee or not.]

7:00P Special Event - or - Camper Crawl with adult beverages. Anyone who wants can open their Airstream so others can view and applaud your decorating ideas, updates and improvements. End up at Rally Home for campfire, smores and more. [If a special event is planned, list the details here. Special events may include entertainment or on-site tastings. If no special event is planned, we suggest a continuation of festivities by the rally host. Attendance is not usually required. Some may choose to retire early or sit at their own campfires.]

Sunday, [Date] [Edit the items below, as required for your location]

9:00A [Coffee/Breakfast plans by the host. We recommend meeting at the Rally Home. Often on Sundays there is either only coffee provided or nothing at all. Many times, people are packing up to leave, and no coffee is provided)

11:00A Break camp and head out to your next adventure. See you at the next CAC Rally!