



CTAC RALLY GUIDE

August 1, 2026

Welcome to the Heart of the Fun!

You never know who you'll park next to, but you'll certainly leave as friends.

Our **Volunteer Connecticut Airstream Club Hosts** are the true heartbeat of every single event we hold. Whether you are a seasoned pro or considering stepping up for the first time, we are grateful for your energy and passion.

These guidelines are designed to be your roadmap, laying out everything you need to know to host a fantastic event.

New to hosting? Don't sweat it at all! You won't have to navigate it alone. We would love to pair you with one of our experienced event veterans as a co-host so you can learn the ropes, build your confidence, and have a blast.

Planning Overview

The following outline serves as a comprehensive checklist to help you compile the necessary information for a successful event. While every rally is unique, these steps are the foundation of a great start: [Checklist](#)

1. **Identify Hosts & Co-Hosts:** Build your team.
2. **Select a Date:** Timing is everything.
3. **Determine Event Type:** (Rally, Rendezvous, or Meal).
4. **Select a Location and Facility:** Location, location, location.
5. **Select a Theme:** Give your event a personality.
6. **Plan the Meals:** Depends on what you want
7. **Set a Rally Budget:** Budgeting to break even.
8. **Get CTAC President's Approval:** Make it official.
9. **Promote the Rally:** Let our members know.
10. **Connect with Attendees:** Prepare our members for fun.
11. **During the Rally:** Host with heart.
12. **Handle the Finances:** Report all receipts and expenses.
13. **Understand Insurance:** ACI insurance.
14. **Safety and Logistics:** Follow the rules.
15. **After the Rally:** Final report

Detailed Planning Steps

1. Identify Hosts and Co-Hosts

It is highly recommended to enlist a co-host for every rally. Having a partner allows you to share the workload and provides a vital backup should unexpected situations arise. For first-time hosts, we strongly encourage partnering with a seasoned "mentor" host to gain confidence. "In recognition of your time and effort, the Kitty Fee is waived for all hosts and co-hosts."

2. Select a Date

Rallies can occur throughout the year, but keep seasonal weather and holiday schedules in mind to ensure maximum attendance. Ensure you allow enough lead time for logistics and promotions.

Coordinate with the Club President early in the process to discuss date options and avoid scheduling conflicts, such as the ACI International rally and Regional events.

3. Determine Event Type:

Our club events have some common formats:

- **Rendezvous:** At a rendezvous, club members meet at a location to camp together, but do not expect organized activities. There are often spontaneous gatherings, shared meals, campfires, etc., but hosts are just expected to coordinate the timing and location. Minimal planning allows members to gather and enjoy each other's company without overwhelming the hosts.
- **Rally:** Rallies include organized activities, and attendees expect coordinated meals and planned activities such as games, club meetings, campfires, and bike outings. These require more planning and effort on the part of the hosts, but attendees enjoy pitching in to share the load, from parking and pitching the club tent to meal prep and cleanup. So you can count on a willing volunteer workforce to share the load.
- **Caravan:** Think of a caravan as a roving Rally in which the group travels together to two or more different sites in succession. Our club enjoys putting together caravans that lead from our home area to the larger ACI events like region rallies or the annual International rally. These complex events require extensive planning and are managed by our seasoned hosts.
- **End-of-the-Season or Holiday Party:** These events occur during the camping off-season and typically center around a shared meal at the home of a host (potluck) or at a restaurant/catering hall. These gatherings usually last just a few hours.

4. Select a Location and Facility

Variety is the spice of life! Members enjoy visiting new locations or returning to beloved favorites. When choosing a site for a camping event, ensure it is convenient and offers essential services.

Facilities that can support a successful rally range from developed campgrounds to less expected locations like open-space fields in interesting places. Fairgrounds also often have camping facilities, including electricity, water, and even restrooms and dump stations. We often group support for camping at a location into two categories:

- **Hook-ups:** Prioritize sites with reliable electricity (especially for air conditioning in summer). Individual sewer “full hook-ups” are welcome but not generally expected at our club events.
- **Boondocking:** Off-grid rallies are fun and offer unique location options. Some campgrounds also offer “rally fields” that can support larger groups of boondocking campers at a cheaper cost. Consider the weather and if generators are allowed, since air conditioning will be a factor without electrical service.

In addition to services at individual campsites, consider what shared space you will have available for gatherings at your event. Is there a pavilion or building for our use for shelter, or will the CTAC tent need to be set up? Are there tables, a fire pit, or other helpful amenities? Do not assume that you are allowed to use a pavilion or shared equipment without confirming and reserving it with the facility management.

Here are some other things to consider when choosing your site:

- **Point of Contact:** Once a location is selected, designate one individual as the primary liaison for the venue to ensure consistent communication.
- **Scope Out the Site:** A successful host leaves nothing to chance. We highly recommend visiting the venue in person prior to the rally. Use this time to verify parking layouts, check the condition of group facilities, and establish a personal connection with the site management.
- **Club Equipment:** Our club owns and maintains several pieces of equipment that can be helpful for the gatherings at your event. These include a large event tent and small portable canopy tents. Refer to the [CTAC Inventory](#) online for a current list.
-

5. Select a Theme

A creative theme adds excitement throughout both the planning stage and the event. Practically anything goes! If you think it's worth sharing, it's worth making it a theme. Reviewing past rallies can provide inspiration and help you develop a standout rally flyer. A few ideas include:

- **Outdoor Adventures:** Highlighting areas with exceptional hiking, biking, and kayaking.
- **Technical Workshops:** Sharing expertise on Airstream maintenance, Newbie, and Do-It-Yourself tips.
- **Local Flavor:** Exploring local history, museums, breweries, vineyards, or regional cuisine.
- **Arts & Talents:** Showcasing local artists, musicians, or member talents.

Don't be afraid to think outside the box! Fresh rally theme ideas are always welcome and help keep our gatherings vibrant and memorable.

6. Plan the Meals

Planning meals for a rally depends on whether you are hosting a Full Hook-up/Boondocking event or a Rendezvous.

- For Full Hook-up and Boondocking rallies, hosts typically prepare or cater one dinner and two breakfasts, while attendees contribute to one or two potluck-style Social Hours, with lunches on the attendees' own.
- Meal selection can easily be centered around your rally's theme or tailored to whatever your hosts feel most comfortable preparing.
- In keeping with the "Airstream way," attendees typically bring their own personal meal setups, meaning hosts are not responsible for individual place settings.

- Hosts should provide community items like tablecloths, napkins, condiments, and a few spare place settings.
- CTAC has catering equipment available for your use—please check the official [Equipment Inventory](#) for current availability and locations.

7. Set a Rally Budget

We intend for our rally fees to cover all rally costs. The rally fee should cover the included activities and meals, as well as any related costs, such as credit card fees, permits, and firewood.

- Estimate all your costs and the expected number of participants, and do the math to arrive at an appropriate rally fee.
- Account for group area use or permit fees required by public facilities.
- Ideally, participants should pay their own campsite fees directly to the venue to simplify the rally budget, but some facilities require us to coordinate and pay for camping reservations as a group. In this case, the host should coordinate with the CTAC Treasurer. Collection of camping fees from attendees and payment of the fees to the facility should be managed through the club's financial accounts. The club can collect fees electronically (credit card, ACH, PayPal, etc.) at the time of registration, and we can also accept personal checks. The Treasurer will help the host understand and manage this process.
- Event hosts do not pay the Kitty Fee.
- If there is a discount for using multiple sites in the rally field, specify this in the flyer to prevent members from making their own reservations outside the rally field.
- We sometimes make a small contribution to a local charity as part of the rally. If you plan on doing this, inform members of it prior to the rally.
-
- ***Refer to the "After the Event" section later in this guide for after-rally reporting.***

8. Get CTAC President's Approval

Once you have a plan—including dates, venue details, a rough agenda, and estimated costs—please submit your proposal to the CTAC president. We also encourage you to seek informal feedback from experienced club members before submitting your official application.

Financial Protocol: CTAC President approval *MUST* be obtained *before* any expenditures or financial commitments are made. If a venue requires an immediate deposit, contact the President or Treasurer immediately for guidance. The Club cannot reimburse unauthorized expenses. Upon approval, the Treasurer will facilitate all necessary financial transactions with the site.

9. Promote the Rally

Take Promotional Pictures

- Visuals are your best marketing tool. If the club hasn't held a rally at your chosen location recently, please take several digital photos (iPhones and Androids work well) of the venue. These will be used for the rally flyer, the CTAC Chatter, the CTAC Facebook Group, and other digital communications to build excitement among members.
- Social Media: Visibility is key to a high-attendance event.

- Coordinate with the CTAC Webmaster to ensure your rally is listed on the CTAC and ACI webpages.
- Post to the CTAC calendar
- The CTAC Facebook Group: Once you have the basic information for your rally and it has been approved, promote it on our Facebook page or ask the IT Support Team for assistance.
- Ask the Chatter editor to include it in the Chatter. (CTAC Newsletter)

Be sure to use the "For Hosts of CTAC Events: Digital Submission Guide" section at the end of this guide for the specific details.

10. Connect with Attendees Before the Big Day

A great rally starts long before the first hitch is unhooked! Setting a welcoming tone early helps build excitement and keeps everyone in the loop. Here is how to get the ball rolling:

- **Communicate:** Prepare a friendly cover letter, an easy-to-follow agenda, and details on any essential local attractions and activities to email your attendees so they feel fully prepared.
- **Photo Album:** Set up a shared photo album in advance. This makes it super easy for attendees to drop in their favorite snapshots during the event, which helps our *Chatter* reporter and Webmaster showcase the fun later! Ask the IT Committee to set up a Google Photo Album (from the CTAC account) and a QR code link to enable easy photo storage and access for Chatter and Website publication.

**Need a hand with the tech? Don't worry, you don't have to be a tech wizard!
Just reach out to our CTAC IT Support Team—they are more than happy to help you set up your photo album and QR code.**

11. During the Rally - Hosting with Heart

Once the rigs are parked, your main role is to bring the energy, foster connections, and keep things running smoothly. Here is how to create an unforgettable weekend for everyone:

- **Welcome members:** Be ready to warmly greet everyone as they arrive. Pay extra attention to first-timers or other newcomers in the group.— Make sure they get introduced to other club members and fill them in on insider information about how things work (e.g., show up for meals on “Airstream time”, no pets at meals).
-
- **Post Agendas** and Photo Album QR codes around the campsite.
- **Set the Stage:** Kick things off by briefly reviewing the weekend's agenda, and gently remind everyone of any essential campground or club guidelines so we can all be great neighbors. This is a good time to share information about local activities, points of interest, restaurants, and more to help people plan their free time.
-
- **Break the Ice:** Consider adding a fun, low-pressure icebreaker early on. It's a fantastic way to shake off any travel fatigue and get the laughter started.

- **Keep the Memories Rolling:** Remind folks to scan that QR code and upload their favorite snapshots to the Shared Google Photo Album throughout the weekend.
- **Name tags:** Give a friendly reminder for everyone to wear their ACI name tags. It makes meeting new people so much easier (and saves us all from those "I know your face, but what's your name?" moments!).
- **Pass the Pen:** Tap a fellow member on the shoulder to write a quick, fun recap article for the *Chatter*. It's a great way to involve others and share our rally adventures with the rest of the club!

12. Handle the Finances

As the host, you are responsible for tracking all rally receipts and disbursements.

- **Final Accounting:** Within seven days of the rally's conclusion, the host must provide the Unit Treasurer with a full accounting of all funds received and disbursed, and following ACI guidelines, submit any remaining funds to the CTAC treasurer within seven days.
- CTAC policy states that if the rally has an excess of receipts over expenses of less than \$5 per unit, the balance should be remitted to the CTAC treasurer for the club's use. If the excess exceeds \$5 per unit, we will refund it to the rally attendees.
- **Reporting Tools:** A [CTAC Rally Spreadsheet](#) is available to help you record expenses and income and facilitate proper reporting.
- **Receipts:** Keep all supporting receipts for rally expenses, and submit them with your report to ensure timely reimbursement from the Club's account.

13. Understand Insurance

As an official ACI-sanctioned event, the club carries liability insurance to protect the organization and its members.

- If a venue requests a **Certificate of Insurance (COI)**, contact the Club President or Treasurer to have one issued.
- Note that while group activities are covered, individual trailer insurance remains each member's responsibility.

14. Safety and Logistics

Familiarizing yourself with the local "territory" helps you manage the site effectively and assist members:

- **Pet Rules:** Confirm the venue's pet policy on the number of pets allowed per site, vaccination requirements, and any specific leash or area restrictions. There are campground rules, and we have our own rules requesting no pets in the food areas.
- **Accessibility:** Survey the campsites in advance to help place members with special needs near facilities or on level ground.
- **Local Services:** Identify the nearest medical facility, pharmacy, and grocery store to provide peace of mind for your attendees.

15. After the Event

The success of a rally doesn't end when the trailers pull out. Promptly wrapping up the administrative side helps the club remain financially sound and ensures you are reimbursed for all appropriate rally costs.

- **Finalize Expenses:** Organize all receipts and complete your final tracking on the [CTAC Rally spreadsheet](#). Do this as soon as you can, while everything is fresh in your mind.
- **Submit to Treasurer:** Send your completed accounting report and all digital or physical receipts to the **CTAC Treasurer** within **seven days** of the rally's conclusion.
- **A Note of Gratitude:** *Thank you so much for hosting or co-hosting! Your volunteerism is the core of what we do—it simply wouldn't happen without dedicated members like you.*

CTAC Rally: Digital Submission Guide

To properly promote your event and keep the "Save the Date" page up to date, our Webmaster needs specific details. Whether you are using a paper form or its online equivalent, please provide the following minimum information to get started:

Step 1: "Early Bird" Notification

As soon as you have a venue and a date, email the CTAC President and Webmaster. This allows the President to clear the dates on the master calendar and prevents double-booking. The Webmaster will then add a "Save the Date" entry on the website with basic location info.

Step 2: Website Full Submission Package

Once your agenda and pricing are set, you must provide the Webmaster with a complete data set to build the event page. Use the following structure to ensure nothing is missed:

1. Event Logistics:
 - a. Title, Start/End Dates, Venue Name, and Full Physical Address (including Zip), **the address is an important detail when adding to the ACI webpage.**
2. Digital Assets:
 - a. A Teaser Image (small) for the calendar and a Featured Image (large) for the main event page.
3. Content Body:
 - a. A brief summary (max 5 lines) followed by a full description of the event, including planned meals or seminars.
4. Registration Details
 - a. Registration Deadline, Rally Price, and any specific URLs for external booking.
5. Host Identification
 - a. Names, Titles (Host/Co-Host), Emails, and Phone Numbers for all primary organizers

Step 3 Registration Flyer

Create an attractive one-page 'Flyer' to promote your Rally. Review previous rally flyers in the Chatter. Include all the important details for the rally, as listed above, for the website Event webpage posting.

- **Webmaster:** Submit the Flyer in PDF format so it can be linked as a "Featured Resource" on the website. [Flyer Sample](#)

- This [Flyer Template](#) includes helpful layout tips and a sample QR code linking to the JotForm registration page for your Rally.
- **Newsletter:** Send the same PDF to the **Newsletter Editor** for inclusion in the upcoming issue of *The Chatter*. [Flyer Sample](#).

Step 4: Jotform Registration Form

To allow CTAC members and ACI guests to register for the rally, the IT support team will set up a JotForm form. JotForm will also provide an easy way to collect registrant information. Provide the following information to the IT team for setup.

- **IT Team:** Submit the Flyer and other needed information to be included on the registration JotForm to the IT Support team. [JotForm Sample](#).

Step 5: Shared Google Photo Album with QR code

A great way to share memories and provide photos to the club for our website, Facebook, and Chatter is with a shared Google Photo Album. A QR code can be set up to easily link attendees to the Shared Album.

- **IT Team:** If a digital photo album and QR code are required, request creation and links from the IT support team.