

Rally Host Responsibilities

- Determine which RV Park will be used and the length of the rally.
- Determine the number of rigs that will be attending and confirm with the RV park.
- Work as co-hosts to prepare a meal agenda for the rally.
 1. What meals will be provided?
 2. What meals will be eaten out as a group?
 3. What meals will be pot luck?
 4. What will be done about breakfasts?
 5. Purchase any necessary food and turn in the receipts to the club.
 6. Arrange with attendees as to what to take for pot luck meals.
- Work as co-hosts to prepare an activity agenda for rally.
 1. What attractions are close by to visit as a group?
 2. What activities will be of interest to the group?
 3. When special events are planned, or deposits required, coordinate with the wagon master and the treasurer.
- Finalize the financial aspects of the rally with the RV Park.
 1. Possibly rent an additional space when facilities are limited.
 2. Relay cost information to attendees.
- Pick up club amenities for trip from wagon master.
 1. Coffee urns, sugar, creamer, etc.
 2. Roadrunner banner
- Arrange for caravans to the rally site.

- **Determine which RV Park will be used and the length of the rally** – For some rallies, this has been taken care of prior to the hosts being identified. If this is the case, the wagon master will tell you which park has been arranged. If not, determine which RV Park you want to use and contact them directly. Be prepared to give them the dates you are looking for and the approximate number of rigs that will be attending. If a deposit is required and has not already been given to the park, determine when the deposit is required and the amount of the check. Determine when the final count of rigs must be confirmed with the park. Secure a meeting room at the park, if available.
- **Determine the number of rigs that will be attending and confirm with the RV park** – If you have initiated the contact with the park, you will have determined when they must know the final count of rigs for the rally. If arrangements were made prior to your getting involved, find out from the wagon master what this date is and make sure you communicate the final count to the park. You may want to reserve an additional space for morning and afternoon get-togethers if the park does not have a room available for our use.
- **Work as co-hosts to prepare a meal agenda for the rally** – Normally, there is a happy hour arranged between 4:00 pm and the dinner hour. This is done near or at the hosts' rig or meeting room and the RV'ers are assigned an evening to bring hors d'oeuvres.

With your co-hosts, determine what meals will be provided, what meals will be potluck, what meals will be eaten out as a group, and what meals the group will be responsible on their own. The locations and availability of dining establishments will be the determining factor in these decisions. Typically, people like to have the freedom to be on their own several nights to explore dining establishments.

Usually, breakfasts are handled by the hosts and consist of coffee and continental breakfast at the most. On several occasions, the hosts have provided a complete breakfast, but this was their own option and is not expected by the group.

Purchase any necessary food and communicate potluck and hors d'oeuvre assignment to the attendees.

When special events are planned, or deposits required, coordinate with wagon *master*.

- **Work as co-hosts to prepare an activity agenda for rally** – Determine what activities and interesting attractions are in the area of the RV Park. Create a list of these activities and attractions for the group's use.
- **Finalize the financial aspects of the rally with the RV Park** – make a final determination of the cost for the rally. Make sure the rally attendees are made aware of the costs for their sites. You can pass onto the club miscellaneous expenses up to \$50. Submit this request to the club treasurer for reimbursement.
- **Pick up club amenities for trip from wagon master** - The wagon master has various items for use at rallies. The items include games, roadrunner banner, coffee, coffee urns, cups, sugar, creamer, paper goods, flatware, toasters, etc.

- **Arrange for caravans to the rally site** - Set up a departure point and time for the rally. If you or the co-hosts are leaving early arrange for someone to handle the rally departures. Don't have more than four rigs leaving at the same time. Spread out the departures for the convenience of other travelers using the same roads as the rally.

WBV Roadrunner – Wagon Master maintained supplies

- These are available to rally hosts at no cost
- If needed supply is not available at storage – Call the Wagon Master

Foods

- Coffee
- Sugar Packets*
- Sweet N Low*
- Powdered Creamer*

Paper Products and Plastics

- Small and large paper plates
- Napkins*
- Snack bowls*
- Juice Cups*
- Hot styrofoam cups*
- Knives – Forks – Spoons*

- **Other Items**
- Coffee urns and filters
- Club banner
- Toasters
- Hot plates
- Games

* Do not buy large quantities of these items for your rally. If you need more items, purchase small quantities only or have the Wagon Master purchase the items for you. Unwrapped items will not be saved. Important: Please inventory the supplies at the end of the trip and let the Wagon Master know of any shortages for the next trip.

