



RALLY HOST CHECKLIST

Remember... one free host registration for each rally.

- _____ Choose campground / agree on prices & reservation cut off date
- _____ Get all agreements in a written contract.
- _____ Contact treasurer to send deposit and to have confirmation & contract sent to rally hosts.
 - When contacting Treasurer, have ready, deposit amount, rally dates and campground address
- _____ Create registration form with an RSVP form
 - Date, Place, Time and Price per coach (if applicable additional people price)
 - Reservation Deadline **Get cutoff date in writing from campground**
 - Directions to rally site
 - Brief description of rally / what, if any, meals are included; activities & fees for such; item(s) to bring to rally for special event like an auction or meal
 - Return form / ask for name, address, etc. cell phone, length of coach, # of slides
 - Have checks made payable to yourself
- _____ Send form to newsletter editor via e-mail or postal mail to be submitted in newsletter
- _____ Send acknowledgment out to attendees (optional) via email if possible
- _____ Keep record of expenses/receipts
- _____ Line up assistants & delegate responsibilities (everyone is willing to help)
- _____ Make up packet to give out on arrival at rally (optional) containing
 - list of attendees, daily plan, tickets for meals (if needed), campground flyer
 - or** use white board or poster board to communicate info during the rally

HAVE FUN!!!!!!!!!!

- _____ End of rally, submit brief financial report to treasurer with check for profit (if any).
 - if loss incurs request reimbursement

Notes:

Thank you for hosting a rally. If you have any questions, contact the Wagonmaster for rally questions and the Treasurer for money questions.

Wagonmaster: Linden Morassini PO Box 68, Pinemeadow, CT. 06061 860-738-8505
or email - bmorassini251@charter.net

Treasurer: Sue O'Hara 24 Partridge rd., Warren, CT. 860-868-7359 or email
susan_ohara@sbcglobal.net

The Wagonmaster & Treasurer strongly favor having checks made payable to you, the Rally Host (vs. Cruiser's), because it eliminates delays in your accessing funds to buy supplies. Often it is impractical to wait for a check from the treasurer to pay off balance due to campground or to buy donuts or other related items for the rally. **Please remember to ask the campground if they will take your personal check for the camping fees at the time of the rally.**

When you make deposits for the rally in your own checking account, deposit only rally checks on that deposit slip. It will help you track the money easier.

