



## Wagon Master Guidelines

**“Suggestions to assist in the  
planning of a successful Rally”**

## **The following is a summary of the recommended guidelines for becoming a wagon master and conducting a successful rally:**

### **• Picking a potential rally site and co-host**

- Sources for site selection include personal knowledge, other member recommendations, RV campground directories & websites
- Be innovative – look for new locations where we have not held rallies.
- Where possible, choose site locations convenient for a personal visit during rally planning activities to ensure accuracy and completeness of the planning phase.
- Consider another couple as co-host for the event. It can break up the responsibilities and make the event planning more fun for all.

### **• Contact the RV Park**

- Check on available dates for the rally. Our rallies are generally scheduled from Thursday afternoon through Sunday mornings.
- Get site rates quotes for the proposed rally dates. Group rates vary from group size so try to project turnout to enable budget planning. Rally participation will vary for normal rallies from 35 – 55 coaches.
- Inquire about on-site group facilities such as recreation and/or meeting rooms for social hour, meal service/preparation, meetings and evening gatherings. Is the facility large enough to hold the rally?
- Determine campsite amenities available. Of concern are the site size, 50 AMP service, sewer, water.
- Determine reservation policies such as advance notice, payment deadlines, time frame for final reservations, advance deposits, cancellation policy, group discounts (if any) for local area activities and rates for those who wish to arrive early or stay over.
- Whenever possible, make a personal inspection of the RV park facility and surrounding area for outside activities such as dining, golf, shopping, and entertainment etc

## • Rally Coordination

- Select rally dates.
- Confirm finalized rally dates and make other reservation arrangements with the RV Park in writing. Include the meeting rooms and dining facilities as needed in the confirmation.
- Agree on a payment schedule with the RV Park. (You may need to use your personal credit card for the deposit). Coordinate required payments with the chapter treasurer. Keep the chapter treasurer up dated on the financial arrangements and obligations.
- Develop a rally budget to include the site rental costs including local taxes, catering and/or other meal preparation costs, paper products, entertainment and/or other group activity expenses. Again include any applicable taxes that will be paid by the chapter.
- Determine any additional cost(s) pertaining only to specific participants such as pet fees, extra guests etc. Include these as individual options on the registration form.
- Using your budget of all estimated costs, calculate a per-coach rally fee at the cost level which will allow the chapter to break even. The intent is not to make money but not to lose money either (See the sample worksheet for estimated calculations)

## • The Registration Form

The registration form should include:

- Title, location and dates of the rally
- RV Park name, address, phone number and website
- Blanks for participant to complete for the first and last names, mailing address, phone number and email.
- Include “Is this your first SoCalACA rally”? Also include a line for any special needs plus a line for pets if the park will charge.
- Include a line for the amount enclosed.
- Rally hosts name(s), address, phone number and email.
- Rally fee and instructions to whom the check is to be made payable.
- Where (and the deadline) to mail the registration form and fees. The chapter will assist in this process and will approve the final form for completeness. (Again, see the sample registration form).

- **EVENT FLYER**

- Select a rally theme or name
- Prepare a flyer which captures the basic information and tentative schedule to include but not limited to:
- Suggested Outline and Rally Schedule

- 1. Thursday**

- a. Arrival
- b. Social hour information/location
- c. Evening meal or hors d'oeuvres as planned.

- 2. Friday**

- a. Breakfast (Optional)
- b. Group activities (Golf, luncheon, optional activities)
- c. Social hour information and location
- d. Evening activities, events, and location

- 3. Saturday**

- a. Breakfast
- b. Business meeting
- c. First Timers Orientation and introduction
- d. Group activities or free time
- e. Social hour information and location
- f. Evening meal or catered dinner as planned.

- 4. Sunday**

- a. Continental or breakfast as planned / farewells
- b. Departure, observer Park RV check out times.

(See attached sample rally flyer)

Send the final registration form and event flyer to the newsletter editor for publication and to the webmaster for posting to the chapter website.

## • **The Rally Site Staff**

- Maintain active contact with the RV Park group coordinator through out the planning period. They can generally assist with obtaining local services such as caterers, entertainment, and information regarding unique and local points of interest.
- Be certain to confirm arrangements, clear any necessary changes, and keep them apprised of all events pertaining to your planning efforts. Notify the RV Park of the final number of sites and registrations and confirm at least 10-14 days prior to the event.

## • **Final Preparations**

- Make plans for purchasing any food, supplies, decorations, catering, entertainment and/or special events.
- Pre-assign sites prior to arrival. Members wishing to park together should submit their forms and checks in the same envelope when possible. Members with special needs should be located near the RV Park activity center. Attending chapter officers are to be assigned sites in close proximity to each other as possible.
- Prepare any welcoming “Informational Kits” to be distributed to each coach upon arrival. Information should include the rally schedule, a list of attendees with their assigned campsite location and any available information on activities, area attractions, gifts, etc.

## • **Expense handling and Reimbursement**

- Maintain all expenses. Any reimbursement request should be accompanied with appropriate documentation and receipts. Note the rally name for the treasurer’s clarification. Try to have all the expenses available and recorded prior to the end of the rally for submission to the treasurer.

**The preceding outline was designed to cover the major areas that have been experienced in putting together rallies over the years and is a guideline.**

**SoCalACA exists solely for the enjoyment of the members or in short to have fun! Friendships develop and activities are enjoyed. It is important that the wagon-masters also ask for help when needed and not become stressed out. We will all enjoy the weekend regardless. If in doubt contact any board member for their input and suggestions.**

**The following rally budget planning guide will give you an insight as to how costs are determined as well as assisting you're planning by reviewing the general categories involved.**

# RALLY BUDGET PLANNING SHEET

**RALLY** \_\_\_\_\_

**DATE** \_\_\_\_\_

Camping Fee \$ \_\_\_\_\_ per night x number of nights.....\$ \_\_\_\_\_

Entertainment \$ \_\_\_\_\_ (divided by number of coaches).....\$ \_\_\_\_\_

## Food:

Breakfast \$ \_\_\_\_\_ per person + tax + gratuity x2 per coach ....\$ \_\_\_\_\_

Breakfast \$ \_\_\_\_\_ per person + tax + gratuity x2 per coach ....\$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_ per person + tax + gratuity x2 per coach.....\$ \_\_\_\_\_

Dinner \$ \_\_\_\_\_ per person + tax + gratuity x2 per coach.....\$ \_\_\_\_\_

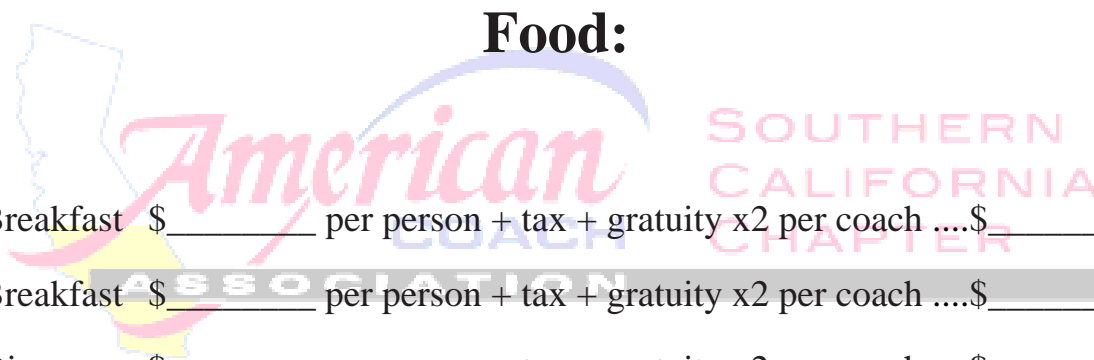
Continental Breakfast \$ \_\_\_\_\_ per person + tax x2 per coach.....\$ \_\_\_\_\_

Miscellaneous expenses (Welcome Bags, gifts, brochures, etc)

Total costs \$ \_\_\_\_\_ divided by number of coaches.....\$ \_\_\_\_\_

Rally fee per coach .....\$ \_\_\_\_\_

**(Have the estimate reviewed by the chapter)**



**SAMPLE RALLY FLYER  
AMERICAN COACH ASSOCIATION  
SOUTHERN CALIFORNIA CHAPTER  
“WINTER WONDERLAND”**

**WHEN:** December 1, 2, 3, 4, 2009

**WHERE:** Newport Dunes RV Resort- The resort has been recently remodeled to include 60 foot spaces, lots of grass and a beautiful view of Newport Harbor from each space

**DIRECTIONS:** From jct. of Hwy 55 & I-405 to 1 ¾ mi SE on I-405, then 5 mi SW on Jamboree rd, then 1 block NW on Back Bay Dr.

**Come to relax and spend time with your friends before the busy Holiday season. Lot’s of local shopping to get those Holiday gifts.**

**Thursday Dec 1.**

**Arrivals after 2 PM**

**5:00** Social Hour in the Clubhouse (BYOB)

**6:00** Depart to our own private yacht moored at the Balboa Bay Club. Dinner will be provided on the boat.

**Friday Dec. 2**

**Breakfast on your own**

**9:00-** Golf – Tee time at Pelican Hill Golf Course

**10:00-** Bus departs for South Coast Plaza shopping Center for a day of Holiday Shopping. Lunch will be at Gustaf Andeers in the Plaza Village

**5:00-** Social Hour in the Clubhouse (BYOB)

**6:00-** Pot Luck – Bring a dish to share and your own setup. Lobster will be provided

**Saturday Dec 3**

**8:00-** Full Breakfast served and the Clubhouse

**9:00-** Chapter meeting. Free day afterwards

**5:00-** Social Hour in the Clubhouse (BYOB)

**6:00-** Busses depart for the Ritz Carlton for a grand evening of food and entertainment.

**Sunday Dec 4**

**8:00-** Continental Breakfast in the Clubhouse

**12:00** Departure- See you at the next rally.

**Rally Hosts:**

Mrs. & Mrs. Chris Cringle,  
North Pole • (800) 555-1212  
• ccringle@penguin.net

**SAMPLE REGISTRATION FORM  
SOUTHERN CALIFORNIA CHAPTER  
“WINTER WONDERLAND”**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**RALLY FEES:**

2 PEOPLE 1 COACH \$ 325 \_\_\_\_\_

1 PERSON 1 COACH \$ 200 \_\_\_\_\_

EACH EXTRA PERSON \$ 125 \_\_\_\_\_

NAMES

\_\_\_\_\_

\_\_\_\_\_

PETS (EACH) \$ 15 \_\_\_\_\_

OPTIONAL RITZ CARLTON DINNER (EACH) \$ 100 \_\_\_\_\_

TOTAL. ....\$ \_\_\_\_\_

THIS IS OUR FIRST SOUTHERN CALIFORNIA  
AMERICAN COACH CLUB RALLY. ....YES \_\_\_\_\_

**PLEASE RESERVE TEE TIMES FOR \_\_\_\_\_ PEOPLE. WE  
WILL PAY AT THE COURSE (or other optional event as  
appropriate).**

**MAKE CHECKS PAYABLE TO: CHRIS CRINGLE  
C/O GENERAL DELIVERY, NORTH POLE 00000  
DUE BY OCTOBER 30TH**

# RALLY RECONCILIATION

RALLY NAME \_\_\_\_\_

LOCATION \_\_\_\_\_ DATES \_\_\_\_\_

## INCOME

ATTENDEES:	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

MISC. INCOME  
\_\_\_\_\_ \$ \_\_\_\_\_

**(1) TOTAL RALLY INCOME** \$ \_\_\_\_\_

## EXPENSES

COPYING.....	\$ _____
POSTAGE.....	\$ _____
PAPER SUPPLIES.....	\$ _____
FOOD & BEVERAGES.....	\$ _____
SPACE RENTAL FEES.....	\$ _____
ENTERTAINMENT.....	\$ _____
MISCELLANEOUS.....	\$ _____
HOST SPACE (FREE?).....	\$ _____

**(2) TOTAL RALLY EXPENSES** \$ \_\_\_\_\_

RALLY PROFIT OR LOSS (LINE 1 MINUS LINE 2) \$ \_\_\_\_\_

**REPORT ANY RALLY PROFIT OR LOSS TO  
THE TREASURER WITH THIS FORM**