

HOSTING A TEXAS W EVENT GUIDELINES

DEFINITIONS

The EVENT COORDINATOR Shall be the responsibility of the 1st Vice President of The Texas W Club.

The EVENT COMMITTEE Shall consist of the President, 2nd Vice President, Secretary and Treasurer and under the direction of the Event Coordinator. The EVENT COMMITTEE shall schedule and plan all Meetings and Rallies including the Date, Location and All Daily Activities The CO-HOSTS Shall be the Texas W members of the local area chapters. When requested by the Event Coordinator, the Co-Hosts will assist in accomplishing the Planned and Scheduled Daily activities of the Meetings and Rallies.

H0 INTRODUCTION

Event guidance and direction is provided by the Event Coordinator, and is a responsibility of the Texas W First Vice President.

Meetings and Rallies (i.e. Events) will be planned, scheduled, budgeted and approved by the Texas W event committee.

Meetings and Rallies daily planned activities will be assisted by the Co-Hosts

Meetings and Rallies (i.e. Events) will be co-hosted by other chapters as determined by the Event Coordinator.

NOTE: Prior to starting preparations to host an Event, discuss with the Texas W Event Coordinator any restrictions or policy changes to these guidelines. Do not schedule an Event to conflict with an adjoining states Meeting or Rally.

The ten Chapters residing in the state of Texas are divided into 4 geographic zones. Each zone is made up of 3 to 5 Chapters who are the major supporters of an Event in their respective zone. Some zones overlap and a Chapter may be in two zones. It is strongly recommended that the Event Coordinator requests help from other

chapters in the same zone. However, it is permissible to request help from Chapters in other zones. Ideally, Events should progress through the zones in the order as they are numbered (Zone 1, Zone 2, Zone 3, Zone 4).

The four geographic zones are:

ZONE 1

- Corpus Christi - Sparkling W
- San Antonio - Alamo Winnies
- Houston - Bluebonnet Travelers
- Austin – Lone Star Travelers

ZONE 2

- Amarillo – Tex Pan Ramblers
- Lubbock – Rear View Mirrors
- Wichita Falls – Red River Wranglers
- Dallas/Fort Worth – Nor-Tex Travelers, Heart of Texas Winnies

ZONE 3

- Houston – Bluebonnet Travelers
- Austin – Lone Star Travelers
- Buffalo/Centerville – Cen-Tex Travelers
- Beaumont – Big Thicket Winnies

ZONE 4

- Buffalo/Centerville – Centex Travelers
- Tyler – Rambling Rose
- Dallas/Fort Worth – Nor-Tex Travelers, Heart of Texas Winnies

H1 EVENT DATES

MEETING - A theme is not necessary Meetings are normally held in January, April and July (GNR). Meetings begin on Friday, typically after the opening ceremonies, and conclude on Sunday with a devotional. An opening ceremony is not required at a Meeting. Meetings are low key with minimal fanfare.

Meals need not be elaborate; paid entertainment is limited. A Thursday night pot-luck dinner is a good idea.

Games and small scale (free) entertainment are recommended.

Pre-Meeting activities (parking, entertainment, tours, food, etc.) should not be considered part of nor included in the registration fee. These activities are advertised as Pre-Meeting activities and are paid for separately by participants.

RALLY – A theme is preferred.

The Rally usually occurs in October. The Rally is a Grand Event much more elaborate than a Meeting. A Rally starts on Thursday or Friday with an opening ceremony and concludes on

Sunday with the devotional. A theme is usually supported with decorations, games, catered meals and paid entertainment. A Thursday night pot-luck dinner is a good idea.

Vendors are invited to show their wares and seminars may be scheduled.

Visitors/guests are solicited and encouraged to attend, provided they arrive in a Winnebago Industries product.

Pre-Rally activities (parking, entertainment, tours, food, etc.) should not be considered part of nor included in the registration fee. These activities are advertised as Pre-Meeting activities and are paid for separately by participants.

H2 EVENT LOCATION

MEETING/RALLY

Once the Event location has been determined by the Event Committee and/or Wagonmaster, a contract should be initiated with the Park. Take into consideration the Economy and the number of attendee's (rigs) at previous events.

Concerns when selecting a Park:

1. What is their building occupancy (some Parks have small facility rooms)
2. When can you occupy the building(s)? One day in advance of the Event is ideal for the Co-Hosting Chapters to make final preparations.
3. Are full-hookups available?
4. Some of the information you will want on the contract:
 - a. Rate per site, (does the rate include tax?)
 - b. Rate per site for early arrival, (does the rate include tax?)
 - c. Minimum number of parking spaces required (estimated in the Budget)
 - d. Availability of the kitchen
 - e. Stage availability
 - f. List time constraints or exceptions on the use of their facilities
 - g. Availability of an ice and/or popcorn machine (is there an extra charge?)
 - h. Sound system availability (is there an extra charge?)
 - i. Have the contract state that we will have exclusive use of the Event room(s)/buildings on the specified dates.
 - j. Availability of golf cart(s) for the parkers?

H3 SHARED DUTIES AND RESPONSIBILITIES

Area Chapters should share in the daily planned activities associated with Meetings &

Rallies. This lightens the burden on the Event Committee who would otherwise have to do the duties by themselves.

EVENT COORDINATOR (NORMALLY THE TEXAS W 1ST VICE PRESIDENT)

1. Schedule Event locations at least 18 months in advance.
2. Identify, negotiate and obtain a signed park contract and provide a copy to the Executive Board.
3. Prepare an Event Budget with the assistance of the Executive Committee at least 6 months prior to the event. Allow for unregistered guest when preparing the Budget. Texas Winnebago International dealers are complimentary members of Texas W and pay the same Event fees as any other member (unless they give a large donation such as purchasing a meal or a monetary donation.) If a dealer does not pay a registration fee because it sponsored a meal or made a monetary donation, remember to count the dealer's people in the meal headcount. A vendor may attend an event without owning or arriving at the event in a Winnebago International product. If they own and arrive in a Winnebago International product they may register and participate in the activities. A vendor is normally not charged a fee above the registration fee for selling their wares or services, but can be asked for a donation.
4. Request assistance from Co-Hosting Area Chapters as needed.
5. Be sure the Co-Host Chapter(s) know who their respective Contact persons are (name, snail mail or email address).
6. Obtain an Insurance Certificate from the WIT office when required by the park.
7. Prepare an Event agenda/program at least 6 months prior to the Event and prepare an adequate number of copies for the number of estimated rigs to attend to the Parking committee.
8. Provide a Master of Ceremonies (Emcee for the Event)
9. Arrange /conduct opening ceremonies. Refer to H6
10. Provide Host badges to assisting members for the event Refer to H8
11. Make available all necessary event signage for helping to direct participants
12. The event registration form (Refer to F2 and H12) should be developed by the Executive Board. Registration Form must be approved by the Texas W President and then submitted to the Texas W Secretary approximately one and one half months in advance of

the event. The Secretary mails the approved registration form to the Newsletter Editor, WIT and the Webmaster for posting on the Texas W website with Pre-event activities (Rally), dates, locations, number of meals, driving directions and a brief description of what to expect. Also include the Note: If handicap parking is requested, the official Texas state approved tag or placard must be displayed in the front of the vehicle for viewing by the Parking Committee.

EVENT COMMITTEE

1. Appoint a Chairperson and a Co-Chairperson responsible for forming committees, monitoring activities and expenditures, to serve as the liaison between the Co-Hosting Area Chapters and the Event Coordinator. By having both, the event will always have someone in charge if the other is unable to continue.
2. Obtain the selected park signed contract from the Event Coordinator and ensure the contract is met by the Co-Hosting Area Chapters. Event Committee members are responsible to notify the Event Coordinator of any contract items not being met by the Park or co-hosting chapters.
3. Responsible for all expenditures incurred for the Event. It is the responsibility of the Co-Hosting Area Chapters or Chairperson /Co-Chairperson to submit original receipts for approved expenditures to the Texas W Treasurer for reimbursement.
4. Assist the Event Coordinator in preparing the event's Budget at least 6 months in advance of the scheduled event. The Texas W President, Chairman or Co-Chairman and/or Co-chapters should be responsible for meeting the approved budget. Refer to A1
5. Obtain agendas/programs from the Event Coordinator of estimated rigs in attendance. Refer to H13
6. Make room arrangements for the Executive Board Meeting usually held on Friday morning
7. Set up a room for dining and registration
8. Arrange for Friday evening, Saturday morning and Saturday evening meals, as well as an ice cream social (usually on Saturday afternoon.) and Sunday morning donuts/pastries. Thursday evening and Friday morning meals are optional. Refer to H14 and H17
9. Consider pre-event activities and submit to the Event Coordinator for approval. Refer to H15
10. Assemble welcome bags (Chamber of Commerce, local information, etc.) to be given each rig when they enter the park or during registration.

11. A fundraiser (money hat, silent auction, etc.) may be held to defray any expenses incurred that were not approved in the Budget
12. Coordinate and approve vendor activities Refer to H7
13. Solicit dealers/vendors for support/donation Refer to H9
14. Schedule and coordinate games as needed Refer to H19
15. Coordinate craft classes, Show and Sell, etc.
16. Arrange for the Sunday devotional Refer to H5

AREA CHAPTER(S)

Assigned as needed by the Event Coordinator and reports to the Event Committee all activities and expenditures.

Possible responsibilities:

1. Contact the Event Coordinator for help in procuring an item(s) that was an oversight. Expenditures are the responsibility of the Event Committee
2. Provide parkers and greeters for incoming rigs Refer to H16
3. Make sure that paper goods, plastic ware, etc. are available at all times.
4. Maintain a supply of refreshments (water, tea, lemonade, coffee, cookies, etc.) Refer to H17
5. Provide decorations (budgeted item for Rally only) Refer to H18
6. Assist with games as requested Refer to H19
7. Assist with craft classes, Show and Sell, etc.
8. General housekeeping, after meals and games, restore the Meeting room to original condition
9. Entertainment Refer to H11

H4 SUNDAY DEVOTIONAL

MEETING/RALLY

The Sunday devotional is a non-denominational service. The Texas W Chaplain, a Chapter Chaplain, or local people may perform the service as determined by the Event Committee. No one is to be paid.

H5 OPENING CEREMONIES

Opening ceremonies may be formal or informal and will be conducted on Friday mornings by the President or Event Coordinator at the Opening Ceremonies. Wear your Chapter uniform/colors and name badge.

MEETING:

1. A prayer from the Texas W Chaplain or other attendee
2. The U.S. and Texas Flag are presented for recognition by the membership; usually by the Event Committee
3. The pledge of Allegiance to the U.S. flag
4. The pledge to the Texas Flag

"Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible."
--

Rally: Preferably a more formal ceremony than at a Meeting:

1. A prayer from the Texas W Chaplain or other attendee.
2. The U.S. and Texas Flag are presented for recognition by the membership. This can be done by any of the local organizations such as honor guards from the VFW, school ROTC, Boy/Girl Scouts, etc. or the Primary Chapter. A small donation to this organization is acceptable.
3. The pledge of allegiance to the U.S. flag
4. The pledge to the Texas flag.

"Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible."
--

5. Guests such as the Chamber of Commerce, Mayor or other local dignitaries should be invited to attend and present a short welcome to the group.
6. Generally the opening ceremony last about 30 minutes.

H6 DONATIONS, PRIZES AND AWARDS

NOTE: Donations, monetary and material, solicited or unsolicited, become the property of The Texas W Club. Monetary donations are to be turned over to the Texas W Treasurer and are distributed/used with the approval of the Event Coordinator.

MEETING

There is to be NO solicitation of donations or prize items for a Meeting. However, if a dealer, vendor or others want to donate, graciously accept the donation. Include monetary donations in your proposed Budget.

Winners must be present in the room, at the time of a drawing, to win a prize. The Executive Board may elect to award early registration prizes and special incentives.

Ribbons are the only awards given to the winners of games.

RALLY

Solicitation of donations or prize items for a Rally is acceptable, and expected. The goal should be a prize for each rig. Exceptionally large prizes should be awarded via a drawing after Saturday's entertainment.

Winners must be present in the room, at the time of a drawing, to win a prize.

The Texas W President and Executive Board may award early registration prize/s and special incentives.

Awards for winners of games are left to the discretion of the primary Chapter; at least ribbons should be given.

H7 PRE-REGISTRATION PRIZES

MEETING/RALLY

Pre-registration prizes, if approved, are a Texas W expense and should not be included in the proposed Budget.

H8 ENTERTAINMENT

MEETING/RALLY

Compensation for entertainment must be included in the proposed Budget. Invite the entertainers to the meal if this is the only compensation they receive. The cost and headcount should be included in the Budget.

MEETING

The Event Committee may plan entertainment using Area Chapter members or others who perform at no cost or a small donation. Entertainment on Saturday evening is sometimes more elaborate and the entertainers may require compensation.

RALLY

The Event Committee normally plan entertainment on Friday, using Area Chapter members or others who perform at no cost or a small donation. Entertainment on Saturday evenings should be more elaborate and the entertainers will most likely require compensation that should be included in the proposed Budget.

H9 MEALS

MEETING/RALLY

Meals may be prepared or catered as planned by the Event Committee or selected Co-chapter. The registration fee governs the number of meals provided. The Event Committee determines which meals will be provided and the meal contents for the Event and coordinates all meal activities.

When negotiating the contract with a caterer:

- Ask if the price is all inclusive (i.e. are tax, gratuity and servers included?)

- List in the contract who is responsible for serving, table service, etc.
- Does the caterer(s) have any restrictions?
- Some caterer(s) may want an advance deposit and a signed contract.
- For your protection and to ensure understanding, get the contract in writing.
- The contract is to be approved and signed by the Texas W President.

To cut costs for hosting an Event, participants may be asked to bring their own eating utensils.

After meal cleanup is usually a Co-Host activity

H10 PRE-EVENT ACTIVITIES

MEETING/RALLY

The Event Committee is encouraged to have Pre-Event activities unique to the area. If there is a cost, it is paid separately by the individual participants. Pre-Event activities are to be included in all advance advertisement. (Registration form, WIT Club News etc.) Pre-Event activities are not included in the proposed Budget.

H11 PARKERS/GREETERS

MEETING/RALLY

Parkers/Greeters direct the participants where to park. Members of the Event Committee and vendors are usually parked close to the main Event building. The Event Coordinators and the RV Park normally determine the parking location of dealer show coaches. If there is a Co-Hosting Area Chapter responsible for this activity, the Event Coordinator furnishes it with the necessary information. The Co-Hosting Area Chapter should request the number of registered participants from the Texas W Treasurer and ask for a list of attendees and their status as received on the registration form.

The Park may provide a golf cart to be used for parking. Parkers are not to help anyone park their vehicle but may escort the participants to their site.

H12 REFRESHMENTS

HOSPITALITY TABLE(S) – If the Event Coordinators plan for cookies or snacks to be included on the table this expense will be part of the meeting/rally budget. Purchased items will be reimbursed by the treasurer and charged to the meeting/rally. The Co-Hosting Area Chapter may provide fresh baked cookies if desired, There will be no reimbursement for items not purchased.

Usually a Co-Host Area Chapter is responsible for maintaining the hospitality table.

ICE CREAM SOCIAL – If a meeting or rally plans an ice cream social, the reimbursement from Farm and City Ins. must be pre-approved through the Texas W Club Treasurer. The request must be submitted and approved thirty (30) days prior to the event. Contact the Treasurer with the information needed. The Event Committee must take a picture of the Ice Cream Social table with the Farm and City banner and members serving then submit to the Texas W Treasurer for reimbursement.

The Ice Cream Social is a function of Texas W Club and should not be included in the meeting or rally budget.

Ice cream or a novelty may be purchased locally, possibly in bulk and served by the Co-Host Chapter. Farm & City Ins. will reimburse Texas W Club \$1.00 to \$1.50 per rig for the ice cream social if the Co-Hosting Area Chapter takes a picture of the Ice Cream Social table, the Farm and City Insurance banner and members serving.

H13 DECORATIONS

MEETING

Decorations are not required at a Meeting, and should not be included in the proposed Budget. However, should a Area Chapter desire to decorate at a meeting, the cost is paid for by that Chapter.

RALLY

Decorations are usually approved for a Rally and included in the proposed Budget. The decorations should be planned to function as special prizes awarded via a drawing after Saturday's entertainment. Original receipts for expenditures are to be submitted to the Event Coordinator for approval, and then forward to the Texas W Treasurer for reimbursement.

H14 GAMES

MEETING/RALLY

THE EVENT COMMITTEE IS RESPONSIBLE FOR DETERMINING GAMES TO BE HELD, ORGANIZING, SUPPLYING SCORING SHEETS, MONITORING, AND AWARDING OF WINNERS AND SECOND PLACE INDIVIDUALS/TEAMS.

Considerations:

1. Determine which games will be played (Skip Bo, 42, Dominoes, Social Security, Joker, men's washer tosses, women's washer tosses, Bean Bag Baseball, etc.)
2. Ensure there are sufficient boards, cards, etc., to support the games planned. If necessary request Area Chapters to bring their boards.
3. Spread the games throughout Friday and Saturday.
4. Awards/prizes for the winners of games
5. Determine if there will be crafts and other activities such as "Best of Show" craft competition for GNR

NOTE: Fees for crafts, golf, etc. are the participant's responsibility.

H15 EQUIPMENT AND MISCELLANEOUS ITEMS

MEETING/RALLY

Beverage Containers:

The Texas W Officers should pick up all beverage containers (coffee, water, tea, lemonade, etc.), as well as non-perishable leftover supplies from the assisting Area Chapters.

The following is the amount of coffee to use in each coffee pot.

35 Cup 1-1/4 cups of coffee

45 Cup 1-1/3 cups of coffee

100 Cup 3-1/2 cups of coffee

ITEMS/QUANTITIES TO PURCHASE:

Inventory the items received from the previous Event. Make an inventory sheet, if one is not with the items. This will help in knowing what is needed and the quantities to purchase. Include the cost in the proposed Budget as supplies.

Buying in bulk for particular items may be cost effective. However, keep supply purchases to a minimum.

Ask the Park what they will be furnishing. Example: dish soap, garbage bags, paper towels, popcorn, popcorn machine, etc.

After the Event, all leftover, non-perishable items are to be saved and used at the next event. Perishable items such as opened coffee, opened non-dairy creamer in a jar, opened instant tea, opened lemonade, etc. may be offered to the Area Chapters.

[Download Form F1 Budget Form](#)

[Download Sample Form F2 Registration Form](#)

