

HOSTING A TEXAS W RALLY GUIDELINES

DEFINITIONS

Event Coordination is the responsibility of the 1st Vice President of Texas W Club.

The Event Committee shall consist of members of the Texas W Executive Board (current Texas W Officers, past President of Texas W, and current local Chapter Presidents) and/or other Chapter designees.

EVENTS

Events will be planned, scheduled, budgeted and approved by the Texas W Executive Board. The budget should be presented and approved at the previous Texas W event.

The Event Coordinator may ask for chapters to assist in parking, pre-rally events, coordinating games, serving meals, and cleanup.

Rallies typically begin on Thursday for early arrivals. The opening ceremony is on Friday. Club and Chapter meetings are held on Saturday, Sunday is for Goodbyes. Games and activities are scheduled throughout the rally.

A theme is recommended to set the stage and coordinate activities. Decorations do not need to be elaborate.

Meals are budgeted and set up with local restaurants or caterers. A Thursday night pot-luck dinner or restaurant outing are options. Friday and Saturday dinners are typically catered or hosted by a chapter. Saturday breakfast may be potluck or catered. Sunday is a continental breakfast or donuts.

Pre-Meeting activities (parking, entertainment, tours, food, etc.) may be organized and fees for these are typically not considered part of the registration fee. These activities should be advertised, coordinated, and have a leader for each activity.

If approved by the Event Committee, vendors may be invited to show their wares and seminars may be scheduled. Texas Winnebago dealers are complimentary members of Texas W and pay the same Event fees as any other member.

Area Chapters should share in the daily planned activities associated with Rallies. This lightens the burden on the Event Committee who would otherwise have to do the duties by themselves.

EVENT CHECKLIST

Submit original receipts for approved expenditures to the Texas W Treasurer for reimbursement.

The President will assist the Event Coordinator in preparing the event's budget for Executive Board approval at the rally before the event.

RV Park, Date & Contract – coordinated between President and 1st Vice President

- 1) Once the Event location has been determined by the Event Committee, a contract should be initiated with the park. Take into consideration the economy and the number of attendees (rigs) at previous events.
- 2) What is their building occupancy (some Parks have small facility rooms)
- 3) 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.
- 4) Are full-hookups available?
- 5) Ask the Park what they will be furnishing. Example: dish soap, garbage bags, paper towels, etc.
- 6) Some of the information you 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) Sound system availability (is there an extra charge?)
 - h) Have the contract state that we will have exclusive use of the Event room(s)/buildings on the specified dates.
 - i) Availability of golf cart(s) for the parkers?
- 7) The contract is to be approved and signed by the Texas W President.

Agenda

- 1) Create and send the Agenda to the Webmaster for posting on the Texas W website with Pre-event activities (Rally), dates, locations, number of meals, driving directions if needed and a brief schedule of daily activities.
- 2) Print copies of the agenda for each rig or family attending. Give receipt to the TexasW Treasurer for reimbursement.

Pre-Activities

- 1) The Event Committee is encouraged to have Pre-Event activities unique to the area.
- 2) If there is a cost, it is paid separately by the individual participants.
- 3) Pre-Event activities are not included in the proposed Budget.

Opening Ceremony

- 1) Opening ceremonies may be formal or informal and will be conducted on Friday mornings by the President and/or Event Coordinator.

- 2) Having a Color Guard team from the local community or group of retired military from the members is an option to present the flags.
- 3) Local Chapters may opt to wear their Chapter colors.
- 4) Attendees should wear their name badge.

Meals

- 1) Meals may be prepared or catered as planned by the Event Committee.
- 2) The budget and registration fee governs the number of meals provided. The Event Committee determines which meals will be provided and coordinates all meal activities.
- 3) To cut costs for hosting an Event, participants may be asked to bring their own eating utensils.
- 4) When negotiating the contract with a caterer:
 - a. Ask if the price is all inclusive (i.e. are tax, gratuity and servers included?)
 - b. List in the contract who is responsible for serving, table service, etc.
 - c. Does the caterer(s) have any restrictions?
 - d. Some caterers may want an advanced deposit and a signed contract.
 - e. For your protection and to ensure understanding, get the contract in writing.
- 5) The contract is to be approved and signed by the Texas W President.

Hospitality Table

- 1) If the Event Coordinators plan for appetizers, the attendees should provide at their cost during Happy Hour or during games.
- 2) 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.
- 3) There will be no reimbursement for items without a receipt.

Supplies, if needed (plastic ware, cups, napkins, condiments, etc.)

Raffle Tickets

- 1) Find volunteer(s) to sell tickets for charity.

Auctions

- 1) Auctions have been an option to raise money for charity. This requires someone to be responsible for checking in items for sale, coordinating the payment of the items bid on and dispersing of any leftover items.

Badges for guests – provided by TexasW.

Welcome Bags

- 1) Contact the local Chamber of Commerce for any brochures, discount coupons, etc.
- 2) Find low-cost items such as candy for bags.
- 3) Ask local businesses, such as an RV dealer and Winnebago for items.
- 4) Assemble welcome bags (Chamber of Commerce, local information, etc.) to be given each rig when they enter the park or during registration.

Parking Committee

- 1) Parkers/Greeters direct the participants where to park if needed.
- 2) Officers and key event volunteers should be considered for parking closest to the main Event building.
- 3) A list of attendees should be coordinated with the parking committee.
- 4) 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.
- 5) Put Texas W signs out to help direct attendees at the RV Park.

Potluck or Restaurant

- 1) 1st Vice President will determine theme of the meal.
- 2) If using the restaurant, coordinate to determine availability, give numbers of estimated attendees, separate room, etc.

Crafts

- 1) Determine if there will be crafts and other activities such as “Best of Show” craft competition.
- 2) Fees for crafts will be the responsibility of each participant.

Entertainment

- 1) Determine the type of entertainment and what the cost will be.
- 2) 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.
- 3) 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.

Housekeeping

- 1) Assign or ask for help with serving, cleanup and trash.
- 2) General housekeeping, after meals and games, restore the Meeting room to original condition.
- 3) After the Event, all leftover, non-perishable items may be offered to the Area Chapters.

Games & Prizes

- 1) The Event Committee is responsible for determining games to be played, organizing, supplying score sheets, monitoring and awarding winners and second place individuals/teams.
- 2) Game Options: Card Bingo, LCR, Skip Bo, 42, Dominoes, Social Security, Joker, Corn Hole, men’s washer tosses, women’s washer tosses, Bean Bag Baseball, etc.
- 3) Spread the games throughout Friday and Saturday.
- 4) Awards for winners of games are left to the discretion of the coordinator.

Door Prizes

- 1) Contact Winnebago for donations and purchase items up to the amount budgeted for the event.
- 2) Solicitation of donations from dealers and/or vendors for prize items for a Rally is acceptable. The goal should be a prize for each rig.
- 3) Door prizes can be budgeted and approved by the Event Committee. This amount should not exceed \$500 and is considered part of the registration fee.
- 4) Exceptionally large prizes should be awarded via a drawing Saturday.
- 5) Winners must be present in the room, at the time of a drawing, to win a prize.

Decorations

- 1) Decorations are not required at an event but can be budgeted to help emphasize the theme.
- 2) Consider using decorations as special prizes awarded via a drawing or awarded to game winners on Saturday.