

# **Rally Host Guidelines**

Western Regional Chapter  
American Coach Association

Revised November 2020

## A Pre Rally Tasks

1. Select rally site
2. Determine Rally Considerations
  - a. Length of rally (i.e., 3 nights/4 days)
  - b. Proposed dates
  - c. Approximate number of coaches to expect
  - d. Rally activities
  - e. Facilities needed, i.e., clubhouse or meeting room(s) for chapter meetings, cocktails or meals, as well as kitchen and/or barbecue equipment.
3. Contact rally site
  - a. Discuss a. through e. above
  - b. Discuss and determine group reservation policies, group discount rate, advance notice and payment deadlines, time frame for final reservations, cancellation policy, clubhouse fee (if any), pet fees and extra person fees
  - c. Determine park amenities – i.e., full hook-ups, 30-50 amp power, pull-thrus or back-in spaces, etc.
4. Reserve spaces and facilities
  - a. You may use your personal credit card for the deposit or get an advance from the chapter
  - b. Ask for confirmation in writing outlining the above topics you discussed

## B. Rally Coordination

1. Survey local area for potential group activities including area sights and attractions, unique dining facilities, golf courses, entertainment, unique festivals or events, etc.
2. Set up rally activities and schedule including chapter meeting
3. Determine cost per coach from rally activities (See How to Figure Rally Costs)

## C Prepare Rally Flyer

1. Select rally theme and/or name (See Sample Rally Flyer)
2. Prepare flyer using the following format
  - a. Rally name or theme
  - b. When: rally dates
  - c. Where: Name of park, address, directions on how to get there plus phone number and name of contact person
  - d. Why attend: Highlight area attractions, park amenities or other significant rally selling points
  - e. Rally agenda (See Sample Rally Agenda)
  - f. Cost of rally for 2 people in one coach and cost for one person in one coach. Also include cost for extra people, pets, and additional activities if they are to be included in the rally price. Note: Golf is usually paid at the time of play by the golfers. Also early arrivals and late departures are usually handled by each individual member and payment is made directly to the RV park.
  - g. Registration deadline
  - h. Include your name, address and phone number
  - i. Include a tear-off section or separate page for mailing registration along with check made payable to rally host.

## D Mail Flyers to Chapter Members

1. Flyers should be mailed no later than eight weeks prior to the rally to each member of American Coach Association of Southern California. Contact membership chairperson/or the Newsletter Editor for a set of mailing labels of current SoCal members.

## E Collect Registration Forms and Checks

## F Prepare Rally Hand-Out Materials

G. Confirm Number of Coaches Attending and Finalize Arrangements with Rally Site

H. Keep Concise Records of All Income and Expenses

I. Purchase Supplies Needed for Rally

1. Include the following items

a. Rally agenda

b. List of all attendees (including site number if possible)

c. Any information of local interest

J. Hold Rally

1. Coordinate parking and other rally activities

K. Prepare Financial Report

1. Give the chapter treasurer a financial summary report on rally income and expenses (See Rally Reconciliation)