

ALPINE SO CAL – RALLY CHECK LIST

- _____ Locate an RV park for the rally.
- _____ Make reservation dates.
- _____ Contact Alpine So Cal Treasurer and request deposit be sent to RV park.
- _____ Keep Alpine So Cal Rally Director advised.
- _____ Advise "Matterhorn" Editor of rally location, dates, rates, and fees.
- _____ Recruit an Assistant Wagonmaster and keep in touch with them as the plans develop. You may want to cc: them on any email you are sending to the RV park, vendors or the Rally Director. Remember the Assistants are often "Wagonmasters in Training."
- _____ Organize a workbook or folder for the rally. **Keep all Receipts.**
- _____ Contact the Chamber of Commerce/Visitors Bureau in the rally area for brochures on places to visit and things to see and do. You might consider planning your rally around a specific activity (Dog Show, Car Show, Festival, etc.) You may ask the Chamber of Commerce/Visitors Bureau to provide you with a number of bags to use as "Welcome" bags as members arrive for the rally. Bags can also be obtained from other sources such as Camping World, AAA Auto Club, etc.
- _____ Decide what you are going to place in the bags. Sometimes an item to match the "theme" of the rally (small toy dog, Hot Wheels car, refrigerator magnet, etc) is placed in the "Welcome Bag" along with brochures, maps, etc. Be creative. If possible, include a schedule of events for the rally and a list of rally attendees in the bag.
- _____ Hold a meeting with your Assistant Wagonmasters at least once prior to the rally.
- _____ You and your Assistant Wagonmasters should plan to arrive at the rally a day early for last minute planning and organizing.
- _____ Many campgrounds give free camping during the rally for the Wagonmaster and/or comp a site as a place for rally attendees to gather. Check it out.
- _____ Ask the campground how many days before and after the rally they will honor the group rate for rally attendees. Most campgrounds will give attendees the group rate one day before and one day after a rally.
- _____ Keep in touch with the Rally Director and Matterhorn Editor as to how things are going and if any changes need to be made.
- _____ Develop a daily schedule of activities that will take place at the rally.
- _____ Ask the President the day and time that he/she would like to hold the Board Meeting and General Membership Meeting at the rally (weekend rallies only).
- _____ Remember to bring the rally equipment (white board, Wagonmaster sign, Alpine SoCal sign) back home with you from the prior rally to yours.

Miscellaneous notes: _____

MOST OF ALL - HAVE FUN!