



Wagonmasters Guide

The goal is to have a fun rally. The information below is intended to help you accomplish that goal. Every rally is unique, which is part of what attracts members to attend. Try to make it fun for you too! Everyone greatly appreciates the efforts of the Wagonmasters!!!!

About Three months before your rally

- ✓ We will provide you with general information regarding your event.
- ✓ Establish your theme.
- ✓ Contact the park and let them know you are the wagonmaster(s) and provide them with your contact information. Typically, parks want to have just one point of contact.
- ✓ Research places/things of interest in the area.
- ✓ Research restaurant options for Thursday night. Since we have gotten so large, we are no longer going to dinner as one group. People will go on their own to the restaurant of their choice.
- ✓ Plan meals, decorations, outing/activities & crafts. Material costs for crafts need to be identified per person and will be paid directly to the person providing the supplies.
- ✓ Meals **typically** include full breakfast on Saturday, and breakfast goodies on Sunday, dinner on Friday and Saturday (one of which is usually some type of potluck).
- ✓ Please consider an option for our gluten free and diabetic members.
- ✓ Determine total estimated expenses (food, decorations, prizes, misc) to establish your budget. Divide total expenses by 40 to determine **cost per person**. Send the total cost per person to the president who will then provide you with the total costs for the event to add to your flyer.

Two months before your rally

- ✓ Prepare the flyer. It should be complete about 6 weeks prior to the registration deadline. The deadline for registration is based on the date the final headcount is due to the park. Our deadline should be a couple days prior. The flyer should include Wagonmaster(s) names, phone & e-mail, pricing, the daily schedule, meal information, cost, check in and out times, cancellation policy, outings, activities, crafts with material costs, restaurant options for Thursday dinner and any points of interest near the campground. Jeff Newby can provide assistance with format/graphics if needed.
- ✓ Provide the flyer to the president who will post the documents on the website and will email the flyer to the members.

One month before your rally

- ✓ If you attend the rally the month prior to yours, collect the bins with the club supplies and coffee pots at the end of the rally. If you do not attend, or leave early, make arrangements to have someone bring them to you or your outing.
- ✓ Be sure to inventory coffee and coffee supplies and ask the president for more coffee, plastic wrap, stirrers, etc. if needed.
- ✓ Ask if there are any leftover items you can use.

Once registration is closed

- ✓ The day after the registration deadline the Treasurer will provide a list of all members who have registered.
- ✓ Contact the campground with the final number and a list of attendees as required. Some campgrounds have forms required for the wagonmaster(s) to complete.
- ✓ Ask if you need help with site assignments.
- ✓ If there are "last minute" cancellations, contact the park immediately & ask if we can get refunds.
- ✓ Contact VP of Social and the Treasurer of cancellations asap.

At the Rally

- ✓ Arrive early if at all possible. Some parks require you to register our campers and assist with parking. A few parks require that the Wagonmaster be the first to arrive and stay until the last day of the contract.
- ✓ Stop in at the office and introduce yourself as the Wagon Master to the campground manager. **Ask for a contact number in the event any special assistance is needed and be sure they have your contact information.**
- ✓ Prepare/decorate the clubhouse or gathering area.
- ✓ Greet the club members on Thursday/Friday as they arrive and make sure everybody gets parked. You may want to ask members for parking assistants.
- ✓ Provide any information that the campground might require (i.e. a list of who is in which site if not provided earlier, etc.)
- ✓ There are several "experts" to help you with the coffee timer and the formula (talk to Jeff).
- ✓ Oversee the activities during the weekend and remember to have fun.
- ✓ Provide the treasurer with all your receipts for reimbursement.

Don't hesitate to ask questions or ask for help.

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