

## **GUIDELINES TO HOSTING A GMC CLASSIC RALLY**

Rev 12/09/2021

This is a general information sheet to enable a host to get started: A good source for additional information can also be obtained from your Classic Officers, Wagonmaster and from previous rally hosts.

### The Classics have 4 rallies per year:

Winter in January, Spring in April, Summer in July, and Fall in October.

### **Locate a Site**

The first step will be to locate an RV Park that will accommodate 15 to 30 coaches for a four day period – Thursday, Friday, Saturday, and depart on Sunday AM by noon and will be available on the dates you desire. Ideally the park should be clean, well managed, have full hookups (electricity, water, and sewer. Cable TV is a plus). It is also desirable to have shower and laundry facilities for those members who may need them and any other amenities that you deem desirable. A must will be a meeting room that will accommodate 30 to 60 people (figure on 2 people per coach expected and then add about 5 more) and have available enough tables and chairs for the event. If possible, park rates should be average for the area and season.

### **RALLY PLANNING:**

Layout the 4-day schedule in the following manner:

**Breakfast:** Continental style breakfast consisting of pastries, juice and coffee, A rule of thumb is 2 dozen donuts for each 10 coaches. Most grocery stores can provide all of this if they have a bakery. A catered breakfast is also nice if the rally site provides for it.  
Time: 7:00 to 9:00 A.M.

**Evening meals** (Thursday, Friday and Saturday) can be catered, pot-luck, cook-outs or caravan to a local restaurant. Time: approx. 6:00 P.M.

**Special Events/Entertainment:** The local Chamber of Commerce and/or RV Park Management is helpful in obtaining special or historic places to visit. Local entertainment is desirable if available at a reasonable rate.

Coordinate with Wagonmaster to set up Tech Sessions and Craft Sessions.

Approximately 3 months before the rally, call the RV park, caterers and entertainment and verify dates, time for meals, menu. **GET EVERYTHING IN WRITING.**

When your rally schedule is complete and you have verified park rates and meal costs, send this information to the Club Administrator. This information is needed no less than 2 months prior to the rally.

**FINANCING:**

Set the Rally Fee to covers morning breakfast, decorations, entertainment/evening socials and host expenses, including door prizes.

Park Rates: Negotiate rally rates from normal rates because of large number of coaches attending. Rally rates should apply to early arrivers and late stayers. Some parks require a deposit (notify the treasurer if needed).

Catered Meals: Ask caterer for a choice of entrees, dessert and drink be included in price. For negotiating purposes, figure on 25 to 50 meals per night (An exact count will be available to the caterer approx. 5 days before the event). Some caterers require deposit.

Expenditures incurred prior to rally can be handled one of two ways or a combination of both:

- A. Host can pay for items and services and be reimbursed by the treasurer at the rally.
- B. Obtain an advance for required deposits and other expenses prior to the rally from the treasurer.
- C. A combination of A and B.

**KEEP ALL RECEIPTS AND INVOICES INCURRED AND PRESENT THEM TO THE TREASURER AT THE RALLY FOR REIMBURSEMENT.**

**SUPPLIES**

Wagon master has supplies left over from last rally.

**WORK CREWS**

Determine the manpower you need for each function and contact Classic members. Almost everyone is willing to help if they are asked. Assign work crews for each (or multiple) function.

Prepare a schedule of events and hand out to attendees upon arrival.

Post an updated schedule of events in the meeting room giving dates, time, location, etc..

Park disabled Classic members close to the meeting room.

When the rally is over, rally hosts are responsible to see that the rally site is left the way found or better.

**Have a good Rally**

**FUTURE HOSTS GUIDE  
for GMC Classics Rally**

**Schedule and Information**

Which Rally – (Winter, Spring, Summer, Fall) \_\_\_\_\_

Name of RV Park \_\_\_\_\_

City, State & Address – Phone Number(s) \_\_\_\_\_

Hosted by: Host's Names (and co-hosts, if any) \_\_\_\_\_

Camping Fees are \$\_\_\_\_\_per day. Special instructions if any:

Give complete details of all events planned for Thursday, Friday, Saturday & Sunday morning such as:

Day & Date, Time of event, (AM or PM), description of event, location & prices. Specific description of meals & prices are necessary.

Example:

Thursday (date)

AM – All day check-in & registration

7:30 to 9:00 – Coffee, Juice, and Donuts (and / or breakfast)

Any other planned events

PM – List any afternoon events

5:00 to 6:00 – Social Hour

6:00 to 7:00 – Dinner (menu and cost)

7:00 till whenever – Entertainment, Games and whatever else.

Follow the same outline for Friday, Saturday & Sunday morning. Use the provided form if desired.

Suggestion: Check previous rally information forms as additional guide.

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send above information to the Administrator ([bdub@gmcclassics.com](mailto:bdub@gmcclassics.com)) at least six weeks prior to the rally.

**Rally Schedule**

	Time from - to	Event
Thursday date	AM	_____
	-	_____
	-	_____
	-	_____
	-	_____
	PM	_____
	-	_____
	-	_____
Friday date	AM	_____
	-	_____
	-	_____
	-	_____
	-	_____
	PM	_____
	-	_____
	-	_____
Saturday date	AM	_____
	-	_____
	-	_____
	-	_____
	-	_____
	PM	_____
	-	_____
	-	_____
Sunday date	AM	_____
	-	_____
	-	_____

Additional information / notes:

### **To the Rally Host**

Enclosed are three samples of reports that will be available to you from the Treasurer:

#### **The host's report**

This report contains the registration date, members names, the number of meals ordered by each member and the total dollar food amount collected. Also any special remarks. These reports will be sent to you each Monday and a final report will be supplied at the Rally. You may contact the treasurer for information updates at any time.

#### **Rally Check-In Record**

This report will be supplied at the Rally. It is useful if you want to check members in on arrival.

#### **Rally Parking Space Record**

This report will be supplied at the Rally. Many members have requested that this information be posted in the main meeting room so they know where everyone is located.

If you have any questions or desire additional information, please contact the Treasurer.