

GUIDELINES TO HOSTING A GMC CLASSIC RALLY

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.

RALLY PLANNING:

Layout the 4-day schedule in the following manner:

Breakfast: Continental style breakfast consisting of do-nuts, rolls, muffins, bagels, juice and coffee, toppings for bagels such as cream cheese, peanut butter and jellies. A rule of thumb is 2 dozen donuts for each 10 coaches (a variety of the above pastries is recommended). Toasters are available in the supply trailer. 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 Rally 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: Range \$15.00 to \$20.00 per day, per coach. 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 95 to 125 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.

1. Check the Supply Trailer inventory located on the inside, rear trailer door.
2. Familiarize yourself with the contents and location of inventory.
3. The inventory represents average rally use; purchase extra items needed for your rally.

TOWING TRAILER

The host of the next rally should make arrangements with the wagonmaster for towing the supply trailer home and to the next rally.

The host or a representative should be at the rally site by Wednesday PM with the trailer.

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.

Arrange for a sign-in sheet in the meeting room. Remind each member to sign the registration sheet, having their parking site number. Ask the RV Park if they supply this information.

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 Chatter Editor (editor@gmcclassics.com) at least six weeks prior to the rally.

Rally Schedule

	Time	Event
	from - to	
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 call 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.