

Guidelines for a Rally Coordinator

Coordinating a rally is much easier than what we used to do with catering meals, etc and is nothing to be afraid of. The decision to have assistant coordinators is totally up to the lead.

The key to a successful rally is to keep it simple while still planning enough activities and meals to cover the event. Technically, you are only responsible for Thursday evening, Friday evening, Saturday morning and Saturday evening. Planning anything for Sunday morning is optional.

Some suggestions for meals - a potluck dinner which can have a theme or not, a “cook your own” cookout on one evening, a breakfast potluck, dinner at a local restaurant (large enough to handle the group) or having a catered meal. Members tend to like more of the communal meals instead of going out to eat every night.

The decision to charge a rally fee is totally up to the coordinator. If you want to have a catered meal or buy some of the supplies for a potluck dinner, then come up with a budget and request the fee in an email or registration form.

Pre Event Planning

A Month or More

Sit down and decide what type of agenda/format you are going to have. This could be any of the suggestions above for meals and activities. Research the local area for restaurants and things of interest for the members. Suggestions for researching restaurants – Personal knowledge, Internet searches (Yelp, Google reviews, word of mouth, etc.)

Two Weeks

A registration form or an email requesting members attending the rally RSVP so you can get an idea of how many are coming should be sent out two to three weeks before the rally. (If you include a “pay by deadline date”, be prepared to call those who have not read emails and follow up with them to receive the rally fee).

Contact the RV park to obtain a list of those with reservations and compare that list to your RSVP or returned form list. Also, this number may change, (last minute cancellations / last minute additions, or members who bring unexpected guests). Also, be prepared to adjust restaurant reservations, SignUp Genius and/or food totals accordingly.

One Week

Email those attending a list of attendees, an agenda for the activities and any information on the area attractions, restaurants, etc.

On Arrival

Contact the RV park management and obtain a key to the club room if it’s being used and see if they have any special regulations or requirements.

*A final note: The Devil is in the Details. Successful rally coordinators follow up on every detail. Seemingly minor details can cause significant problems or difficulties, are often overlooked or underestimated until they lead to a problem. Avoid those problems by staying on top of attendance totals, seat reservations and ensuring there is sufficient food for everyone.