



# NORTH WEST TREK FUN CLUB

## Rally Planning Check List

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|                |  |
|----------------|--|
| Rally Name     |  |
| Rally Date     |  |
| Rally Location |  |

### Wagon Master Duties

| Done                     | Item  | Due By                     | Notes |
|--------------------------|---|----------------------------|-------|
| <input type="checkbox"/> | Identify site for rally   |                            |       |
| <input type="checkbox"/> | Send dates and location to club rally coordinator for approval                                      |                            |       |
| <input type="checkbox"/> | <u>After</u> approval, negotiate site price   |                            |       |
| <input type="checkbox"/> | Obtain refund policy information, insurance requirements, penalty info, etc.                        |                            |       |
| <input type="checkbox"/> | Tentatively reserve # of spaces   |                            |       |
| <input type="checkbox"/> | Send up-front funds request to rally coordinator if needed  |                            |       |
| <input type="checkbox"/> | Determine # of group meals/potluck or restaurant locations and arrange for facility and/or catering |                            |       |
| <input type="checkbox"/> | Identify local events, historic tours, etc. for participants  |                            |       |
| <input type="checkbox"/> | Prepare rally budget and set fees   |                            |       |
| <input type="checkbox"/> | Set registration cut-off date   |                            |       |
| <input type="checkbox"/> | Prepare rally announcement and send to club rally coordinator                                       |                            |       |
| <input type="checkbox"/> | Forward rally registration checks to club treasurer   | within 10 days after rally |       |
| <input type="checkbox"/> | Provide financial accounting report to treasurer  | within 14 days after rally |       |
| <input type="checkbox"/> | Prepare brief write-up and send to secretary, newsletter editor and webmaster (include pictures)    | within 3 weeks after rally |       |
| <input type="checkbox"/> | Prepare short summary of any pitfalls & submit to rally coordinator                                 |                            |       |

### Rally Coordinator Duties

| Done                     | Item   | Due By | Notes |
|--------------------------|--|--------|-------|
| <input type="checkbox"/> | Add rally to annual rally schedule                                   |        |       |
| <input type="checkbox"/> | Review/approve proposed rally  |        |       |
| <input type="checkbox"/> | Provide wagon master with rally packet                               |        |       |
| <input type="checkbox"/> | Send rally notice to club secretary, newsletter editor and webmaster |        |       |
| <input type="checkbox"/> | Review/Approve advance of funds and forward to club treasurer        |        |       |
| <input type="checkbox"/> | Review rally report for possible changes to rally guide              |        |       |
| <input type="checkbox"/> | Include in year-end rally report                                     |        |       |
| <input type="checkbox"/> | Send year-end rally report to club president and webmaster           |        |       |



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### Secretary Rally Duties

| Done                     | Item  | Due By                            | Notes |
|--------------------------|---|-----------------------------------|-------|
| <input type="checkbox"/> | Send rally announcement to all members.   |                                   |       |
| <input type="checkbox"/> | Provide rally info to FMCA for inclusion in their newsletter                            | 1 month prior to publication date |       |
| <input type="checkbox"/> | Include rally info in <u>Safari Trails</u> news article (published Dec, Mar, Jun, Sept) | 1 month prior to publication date |       |
| <input type="checkbox"/> | Provide rally calendar info to <u>Safari Adventures</u> (published bi-monthly)          | 1 month prior to publication date |       |

### Webmaster Rally Duties

| Done                     | Item  | Due By              | Notes |
|--------------------------|---|---------------------|-------|
| <input type="checkbox"/> | Add rally info to <u>Trek Tracks</u> Community Page and Events Calendar | within 5 days       |       |
| <input type="checkbox"/> | Add rally announcement to scrolling box on main website page            | within 5 days       |       |
| <input type="checkbox"/> | Add wagon master's email link on rally page                             | within 5 days       |       |
| <input type="checkbox"/> | Create rally information page   | within 4 days       |       |
| <input type="checkbox"/> | Post rally report and photos to <u>Good Times</u> page                  | 4 weeks after rally |       |
| <input type="checkbox"/> | Send all members the email link to rally report and photos              | 4 weeks after rally |       |