

RALLY GUIDE & RECORD FOR WAGON MASTER & HOSTS

Rally Location: _____ Rally Dates: _____

Site Contact: _____ Phone: _____ Email: _____

WM/Host: _____ Co-Hosts: _____

Type of Facilities: _____ Parking: \$ _____ O'night/day: \$ _____
(campground, dry camp, special, i.e. fairgrounds, etc)

Number of Rigs: _____ Number of People: _____ Number of Guests: _____

Rally Fees: \$ _____ Items & Amenities included: _____

Facility Amenities: _____
(water, electric, sewer, building, cooking facilities, planned activities, transportation, etc)

Theme for Rally: _____ Rally Activities: _____

Food Planned: Coffee/Tea/etc: _____ Donutss/Bagels/Muffins: _____ Cold Drinks: _____

Pot Luck: _____ Type of Pot Luck: _____ Catered Meals: _____
(breakfast, lunch, dinner, dessert, theme, etc)

If Catered Meals, who was provider? _____ Phone: _____

Cost per Person: \$ _____ Contact Person: _____ Phone: _____ Quality of Meal: _____
(1-10) 1=Best

Restaurant: _____ Quality of Food: _____ Service: _____ Avg Cost \$ _____

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Amount of Coffee Used: _____ (lbs) Amount of Milk, Cream, etc Used: _____ (qts, pts)

Amount of Sugar Used: _____ (lbs) Number of Donuts, etc: _____ (doz)

Other Food Items Used: _____
(specify type & amount)

Amount of Paper Goods & Utensils Used: _____
(paper plates, cups, knives, forks, etc)

Any Specialty Items Used: _____

Entertainment (type & cost): _____

Percentage of Rally Attendees at Entertainment: _____

Organized Tours (where, when, transportation, etc): _____

Other Comments & Helpful Hints for Future Rallies: _____

Note: Expenses should be reported on the Rally Expense Form