



RALLY Guidebook

Revised 04/17/2018

Congratulations and thank you for agreeing to take on the very important position of Rally Master for our upcoming rally. The information on the following pages is meant as a guide for you in planning and executing this work. Good luck and know the TDC Board and membership are here to help you every step of the way. Begin your adventure by reviewing the timeline found on the next page. You will notice that there are words in bold in each action step. In the pages following the timeline you will find additional information regarding the specifics associated with the different action steps.

Be advised, this is a guidebook and should be used to make your planning go more smoothly. We attempted to cover everything but if we missed something that you feel should have been included please let the TDC Vice President know. If you have additional questions, and you will, please reach out to the Vice President of the TDC and past rally masters. Actually everyone is here to help you. This will be a busy time for you but remember to have fun with it.

All forms (rally summary evaluation-report; expense reimbursement; charity raffles and miscellaneous fund raising) are found on the TDC webpage.

NOTE TO THOSE READING THIS ON-LINE, THE TIMELINE MAY BE A SEPARATE DOCUMENT THAT WOULD BE INCLUDED FOLLOWING THIS PAGE IN THE ACTUAL BOOKLET.

6-8 months out	1-2 months out	1-2 weeks out	First day of the rally	Following the Rally
Develop registration package and flyer for membership You don't have to reinvent the package. Look at previous Rallies and build on them	Identify volunteers for each area of work and select a chairperson for each area.	Confirm vendors and suppliers to be in attendance	Meet with volunteers to review duties	Immediately following the rally, complete necessary follow-up items as documented in the Rally Guidebook.
Develop draft agenda Check with Club President to determine the Board & General Meeting schedule		Confirm times for speakers	HAVE FUN	
Develop registration process with TDC President & VP		Send each volunteer chairperson a listing of their workers and duties		
Develop registration confirmation process	Determine which charities will be supported by the rally and communicate that information to the attendees.	Contact the THOR Liaison to review and finalize rally details relating to THOR(special guests attending and any special speakers)		
Determine theme for the rally	Begin to gather prizes for the rally			
Work with Vice President to determine & order the Welcome Gift for each coach	Determine crafts and identify point people	Ensure arrangements for special activities are in place i.e. golf		
Order beverages from Walmart Use previous years as guide	Identify special activities	Contact non-profits to benefit from the rally. If possible have a rep from the charity attend one dinner and talk about the charity.		Tally the final amount of each beverage consumed at the Rally and add to the Beverage spreadsheet for next year
		Contact your fairgrounds contact to review arrangements for the rally.		
Mark up timeline to ensure it is updated as you move through the process		Contact the caterers so that you know them and agree on final arrangements.		
		Finalize the agenda		
		Ensure prizes are in place		
		Finalize decorations associated with the theme of the rally		
		Purchase supplies for social hour if needed and order food, if necessary		All receipts given to TDC President for Total Rally cost
Set Rally fee		Confirm times with entertainment		
-Finalize Thor Service Request -Finalize entertainment		Finalize rally package, including name tags. Compile a list of attendees to be shared with the Fairgrounds contact.		

AGENDA (*International and Spring Rally*)

Begin to build your agenda as soon as possible. For the Spring Rally or smaller gatherings the timelines are much more lenient. The initial agenda will be a high level draft of the week's events. Begin to map out the number of educational sessions you will have and the special events. Contact the TDC President to schedule times for both a Board meeting, group photo time, and a general membership meeting. As you get closer to the beginning of the rally you will fill in the details of the agenda. Enclose a final agenda in the registration packet attendees will receive at check in. Make sure all caterers, presenters and your liaison to the fairgrounds have a copy of the final agenda.

BUDGET (*International and Spring Rally*)

The draft budget should be established and approved by the TDC Board. The Vice President will work with you to draft this information and will submit the information to the TDC Board for approval. The budget will include food, entertainment, social hours, gifts, and administrative costs. *After the draft budget is approved the TDC Vice President will work with you to establish the attendee fee (i.e. rally fee).*

From day one track all expenses and keep all receipts. Once the rally is over you will be expected to reconcile all the expenses and submit receipts to the TDC president for review and approval. The President will then forward this information to the Treasurer for payment. Submit a final report to the Vice President who will, in turn, share the information with the TDC Board following the rally.

Expense reimbursement forms for gifts/prizes and/or administrative costs may be submitted to the TDC President six months prior to the rally date. Reimbursement of submitted receipts will be sent to you within three weeks. The TDC Treasurer will clear all rally expense accounts within three weeks after the rally.

Caterers (*International and Spring Rally*)

Identify various caterers in the area and contact them for a bid on all the food to include breakfast, dinner and social hours. (It is possible that the social hours will be handled separately.) Once a decision is made regarding the caterer obtain a contract outlining all the specifics. When establishing the menu, remember that the last day there is a continental breakfast. Check with the rally masters from the previous rally to better understand the costs involved.

One to two weeks prior to the rally *contact the caterers to finalize meal plans and tie up any loose ends.* If you are not having the caterers provide the snacks for the socials, arrange to have that food ordered from a local market.

Welcome Gift (*International and Spring Rally*)

Consult with the TDC VP and select a welcome gift for each coach attending the rally. The welcome gift generally costs \$10 per coach and is distributed at registration.

Charity begins at home (*International and Spring Rally*)

Rally Masters will identify one or two charities to be supported by the rally attendees. They may be local but it is not required. Normally we identify a local non-profit organization in the Goshen area for the International Rally. Spring Rally Masters may choose a local community organization. Attendees are asked to donate items and/or money to the cause. It is preferred that the attendees know this in advance so they can be prepared. For example if the non-profit is a food pantry, attendees may be asked to bring canned food for donation.

Charity Raffles: At the International Rally a charity raffle is conducted each night. Spring Rally Masters may choose to hold 2 or 3 charity raffles. **Do not give funds directly to the charity.** Complete the Charity Raffle form each night a charity raffle is held. This can be found on the TDC website under forms. All funds go through the Treasurer and checks will be sent to the charity by the Treasurer. The winning member will be awarded a gift basket, gift card or some other prize with a value up to \$100 (per raffle) for the International Rally and \$50.00 (per raffle) for the Spring Rally.

Charity selection guidelines can be found on the TDC website <http://thordieselclub.org/links/tdc-forms> (As a NOTE: Make sure the charity chosen is a 503(C) 1 charity and have provide their IRS I.D. Number.) ***Please NOTE: the current form is not available on the TDC.org web site

Communications:

Begin communications regarding the rally as soon as possible. Place an announcement on the TDC website, the forum and TDC Facebook page. The TDC vice president will assist you with this. Send an email announcement to TDC members via the Board member that handles mass communication. Develop a registration form and flyer. Ensure that the International Rally flyer is out no later than May. When you forward that flyer include a ***draft*** agenda.

CONTRACTS:

For the International Rally, the contract with the fairgrounds is normally done in Goshen at the prior year's rally. This is handled by the TDC President or TDC Vice President to ensure the TDC International rally is on their schedule. The TDC Vice President will provide you with a copy of the rally contract. In addition, the TDC Vice President will provide you with a copy of the contract with a bus company providing transportation for the Thor factory tour.

*For the Spring and mini-rallies, obtain a **contract** from the campground and forward it to the Vice-President of the Thor Diesel Club for approval. Campground contracts should be finalized at least one year prior to the start of the rally. The TDC VP will share the information with the TDC Board and obtain appropriate approvals. During your tenure as Rally Master you will also obtain contracts from the caterer for the food, and for your entertainment. All contracts must be reviewed and approved by the Vice President of the TDC.*

CRAFTS *(International and Spring Rally)*

Craft projects have been a popular choice for many of the women attending the rally. There have also been crafts more directed at men in the past such as making a flag pole. Determine which crafts you would like to have and identify someone to be on point to find people to lead the crafts and organize the project. Craft fees should be paid at registration. Assign a registration committee member to collect fees and coordinate craft registration.

DATE OF THE SPRING RALLY AND MINI-RALLIES:

Agree on the date and obtain the Board's approval. The Vice President will be your liaison for the rally. For mini-rallies use the appropriate TDC forms, available on the TDC website. The date for the International TDC Rally is normally established while in Goshen at the prior year's rally.

ENTERTAINMENT *(International and Spring Rally)*

Identify entertainment and consult with the TDC President and Vice President. The TDC President or Vice President will execute contracts with entertainment. Coordinate the entertainment schedule with the TDC Vice President to avoid conflicts with the TDC Board and/or general membership meetings or any other special events.

EDUCATIONAL SESSIONS *(International Rally)*

Several of your exhibitors will be prepared to provide educational sessions. As you look at the number of attendees and the time available for educational sessions, always plan to have at least 2-3 sessions a day related to the RV. Your attendees may also be available to provide educational sessions. Always look to past rally masters, the Board and THOR for ideas regarding the sessions and do not be afraid to think outside the box.

EXHIBITORS, VENDORS AND SPEAKERS *(International Rally)*

Identify **exhibitors, vendors and speakers** for the rally. For the most part this can be handled five to six months prior to the rally. However, there are a few exhibitors that are in great demand and should be contacted earlier. An example of this is Mac the Fire Guy who provides a very good presentation and has an excellent booth. He should be contacted at least 12-15 months in advance of the rally if possible as his calendar fills quickly.

Suppliers and Vendors (exhibitors) should be identified for the rally. Suppliers are identified as those businesses that supply products or maintenance for our coaches. Examples would be Freightliner, Cummins, etc. They are not charged and are expected to provide a presentation and answer questions from our attendees. They usually do not sell products at their booth. Vendors are at the rally to sell their products and are charged a nominal vendor fee as listed on our web site under forms. Vendors may give a presentation but the sole purpose of that presentation is to sell their products. Exhibitors should vary to meet the needs of all the attendees. Most importantly, the rally should have representatives from companies such as Freightliner, Cummins, ONAN, Fantastic Fans and others that directly impact the coaches at the rally. These exhibitors may need an initial contact from THOR. Work with the TDC Vice President to obtain assistance. You will be given a listing of the exhibitors who attended the rally prior to yours to use as a guide in your work.

FAIRGROUNDS CONTACT:

Meet with your contact at the fairgrounds to review all the areas where the rally will be held. Provide the Fairgrounds contact with a list of rally attendees.

Determine the set-up of the rooms including exhibit areas, meal areas, educational session area, social area, and where the new units will be displayed, as well as the large meeting and entertainment area.

GOLF CARTS:

The TDC President will work with the Thor liaison for golf carts for your use during the International rally.

LOCATION FOR THE SPRING RALLY and MINI-RALLIES

Determine the location of the rally. The following criterion should be met.

1. Identify a campground that is "big rig" friendly
2. Sites should be full hook up with 50 amps
3. Campground should have an indoor/outdoor (Pavilion) facility large enough to hold 80-100 people for the spring rally and 50-60 people for a mini rally.
4. Facilities should have a kitchen, restrooms, PA system (including a screen) and sufficient tables and chairs for all attendees to meet comfortably for meals, entertainment and seminar venues.

LIABILITY INSURANCE:

If the campground requires verification of TDC liability insurance, contact the TDC President 30 days in advance to give him time to request the documentation from FMCA. If the campground requires liability insurance all attendees must be a member in good standing with FMCA. Reason; FMCA provides this insurance to its chapters at no cost. If an attendees is not a members of FMCA they must sign a "Release and Weaver of Liability" form located on the TDC website (Links Tab) and they will be responsible for any damage they may cause to the campground or facilities.

NAME TAGS:

Name Tags should be made in advance. The name tag should include the name and hometown of the attendee. Additional information to include is whether the attendee is a, volunteer, Board member (including position or office held), a regional director, etc. Use colored ribbons for newcomers and first time attendees. This eliminates the need to print new name tags in the appropriate colors.

Provide red/white/blue ribbons for US military veterans and red/white ribbons for Canadian military veterans.

NEW COACH DISPLAY and DEALERS

Rally Masters should work with the TDC Vice President and the THOR liaison to obtain new coaches for display and sale at the rally. This is usually done through a local dealership. At the International Rally these coaches are housed in one of the buildings at the fairgrounds and the social hours are held in the same building to ensure there is traffic through the coaches.

Dealers should agree in advance, that the TDC will receive \$500 for each coach sold during or as a result of the rally. The TDC VP should work with both the dealer and THOR liaison to ensure this is understood.

PRIZES:

Determine prizes to be given during the rally. Many of your exhibitors will provide prizes. THOR may also provide several items. It is possible/probable you will have to purchase some additional prizes

RALLY PACKAGE (*International and Spring Rally*)

Have the rally package available for registration at the beginning of the Rally. The Rally bag should contain the following:

- Alphabetical listing of the attendees (include spot number)
- Site listing of the attendees
- Agenda
- Listing of vendors (***International Rally only***)
- Information regarding special activities
- Map of the area
- Ideas of places to visit while in the Goshen area or local community for the Spring Rally
- Emergency contact cards
- ***Liability Waiver Forms, only if required. ***
- Include a list of local Veterinarian Clinics in the area include at least two ***24 hour Emergency Clinics.***
(This will help our TDC attendees that travel with pets that my need this service.)

REGISTRATION PACKAGE (*International Rally*)

Develop your initial registration package. The package should include the registration form, THOR service request form and a volunteer request form. Review previous rally registrations forms and materials to determine what is needed—no need to reinvent the wheel. The information should be emailed to the TDC membership by May. The information should also be added to the TDC website. The information should also be sent to the TDC Webmaster to be posted on the TDC website.

REGISTRATION AND CONFIRMATION PROCESS (*International and Spring Rally*)

Work with the TDC President and Vice President to develop the registration process. Registration forms and payments are to be sent to the TDC official mailing address. You need to establish a reasonable registration deadline to allow the registration forms and payments to reach the official mailing address and be processed. People can still register after the deadline and some always do, but they must register electronically by email and pay upon arrival.

For the International Rally Only: Place the attendee information on the spreadsheet in the order in which they are received so parking can be assigned on that receipt. This can be a hot issue with many attendees. Just identify your process for assigning RV sites and stick to it! People that want to be parked together need to send in their applications together.

All funds need to go through the treasurer for accountability and costing of events.

Develop confirmation process and package. Once registration information is received, the rally master should provide an email to the attendee confirming the registration fee has been received and when/if any additional money will be due.

Familiarize yourself with the TDC cancellation policy and include that information in the registration packet. This policy can be found on the TDC website, <http://thordieselclub.org/links/tdc-forms/>

SOCIAL HOURS (*International and Spring Rally*)

Purchase soda, beer and wine for the social hours. If the caterer is not supplying finger food for the socials, order trays from a local market.

SPECIAL ACTIVITIES (*International and Spring Rally*)

Develop sign-up sheets, to be available at the registration table, for special services and activities such as oil changes, carpet cleaning, golf, tours etc. One afternoon a week is normally set aside for additional activities such as a tour of THOR, golf or sightseeing activities. Please advertise these opportunities in advance and include a registration form or payment form as needed. Determine friendly competitions such as a dog parade, games, costumes, golf contests, etc.

THEME OF THE RALLY (*International Rally*)

Your theme will guide your choice of decorations. It is good to have a decorating chairperson to lead this work. There are numerous boxes of decorations and general supplies stored in the Thor plant. ***Have fun with it.***

THOR LIAISON AND TDC VICE PRESIDENT (*International Rally*)

You will have two liaisons to work with you and provide support as needed during your preparation for the rally. You will have a THOR liaison and the TDC VP will be your liaison to the TDC Board. While you will work with your liaisons through-out the year, about 1-2 weeks prior to the rally contact your THOR liaison to review and finalize rally details relating to THOR (special guests attending, any special speakers or activities)

THOR TECHNICAL SERVICE (*International Rally*)

THOR has agreed to provide technical service during the International Rally. Mark Stanley is normally our contact and will provide a form to go out to the registered attendees. Normally the guidelines are that each coach can submit 2-3 fairly simple items to be repaired during the rally. Attendees will be asked to complete a “request for service” form and forward it to THOR about a month prior to the rally. That time frame will enable THOR service personnel to be prepared for the work to be performed.

Prior to the rally, Meet with Mark Stanly and/or other service contact you are given regarding finalizing specifics related to the technical service to be completed during the rally. One reminder, in the past we have invited the technical staff in for breakfast each morning. That expense is covered by the TDC. You will also need to check with Thor to determine the number of employees that will be attending dinner on Thor night.

Volunteer Committees & Chairpersons for the International Rally:

Committee chairpersons should be selected 1-2 months prior to the rally. A request for volunteers should be part of the initial registration.

Designate one person to be the volunteer chairperson. The chairperson should be given time on the first day of the rally to meet with all the volunteers and review their duties and answer questions.

Committees needing chairperson include:

1. Parking
 - a. Six people will be needed to assist with parking. As the coaches arrive they should be led to their space by one of the volunteers. Parking volunteers should be available beginning Sunday morning. Attendees will arrive throughout Sunday and you may have late arrivals, so ensure the committee knows of any potential late arrivals.
2. Registration
 - a. Six volunteers will be needed to man the registration desk.
3. Social Hours
 - a. Four volunteers will be needed to man the bar. They will set up supplies, pour the wine and serve beer, soda and wine. This group will be responsible for cleaning the area following the social hour.
4. Prep for breakfast/dinner cleanup
 - a. Four volunteers should arrive prior to breakfast to ensure tables are set as needed. Often the tables will be used the prior evening during the entertainment of other activity.
 - b. Six volunteers should be identified for clean-up following breakfast and dinner. The setup for breakfast will be completed during the clean-up following dinner.
5. Greeters
 - a. Greeters are needed to welcome attendees at breakfast and dinner. Two volunteers are needed at each meal.

Additional volunteers maybe needed depending upon the additional activities planned for the rally.

For the Spring Rally, volunteers will be needed for registration, social hours and as greeters.

FOLLOWING THE INTERNATIONAL RALLY:

Now is the time to tie up any loose ends from the Rally.

- Reconcile the expenses of the rally and prepare a report regarding the rally. Include the income and expense information, number of attendees, charity information and any other items you feel are significant. Once completed send a copy to the TDC Board. A summary of the rally events should also be completed and shared with the TDC newsletter editor and TDC Historian to add to the club history. Include photos when possible. *A Rally Summary/Report can be found on the TDC website to assist you in this process.*
- Write thank you notes to speakers, special guests and exhibitors.
- Provide a thank you gift to the Fairground staff and any needed tips to the fairground custodial staff and wait staff from the catering company.
- Assist the Board in identifying Rally Masters for the following year.
- Update the Rally Master Guidebook with any additional information that helps next year's Rally Masters. Once completed send these updates to the TDC Vice-President.
- *The TDC President and Vice President should receive a roster of all attendees. Highlight all first time rally attendees and/or new members attending.*
- *Meet with the TDC Vice President and inventory all consumables not used at the rally. These items will be returned to the Thor attic.*

FOLLOWING THE SPRING RALLY:

- *Reconcile the expenses of the rally and prepare a report regarding the rally. Include the income and expense information, number of attendees, charity information and any other items you feel are significant. Once completed send a copy to the TDC Board. A Summary of the rally events should also be completed and shared with the TDC newsletter editor and TDC Historian to add to the club history. Include photos when possible. A Rally Summary/Report can be found on the TDC website to assist you in this process.*
- *The TDC President and Vice President should receive a roster of all attendees. Highlight all first time rally attendees and/or new members attending.*