



Monaco Romers - Rally Set-Up Instructions

- Location – Look for a RV park that can accommodate Big Rigs, approx. 40 coaches for four (4) nights with a Clubhouse that can accommodate approximately 80 people, with tables and chairs. Preferably with kitchen facilities.
- Funding – Contact Treasurer for requesting an advance (\$1,500) and open a rally checking account for your rally deposits and for checks to be written for your rally expenses. Do not comingle your personal funds with rally funds. Keep all rally applications, contracts, expense receipts, etc. If the \$1,500 advance is not totally consumed in the production of the rally, the balance must be returned to the Monaco Romers treasurer at the conclusion of the rally with an accounting of the Rally.
- Rally Application – A template for the rally application is on the Monaco Romers website (under **Rallies** “New Rally Flyer Template”). You need to come up with a theme for the rally. Deadline for signups should be a minimum of 30 days prior to the start date of rally. If a cancellation is made after the deadline, a refund will be made to the extent that there is no cost to the club.
- Caterer/Food – Sample more than one caterer’s food, try to find caterers that will accommodate breakfast and dinners. Ask the RV Park for recommendations for caterers, look on line or contact the local Chamber of Commerce. Caterers may provide the paper goods (plates, napkins, cups and plastic flatware) in the charge per person; or you can save money by purchasing the paper goods yourself; also you can save money by making coffee and purchasing juices for breakfast. These items can be purchased at Costco, Smart & Final, and other discount stores. The caterer will be providing 3 Breakfasts and 3 Dinners including deserts. Check with the caterer about sales tax and tipping when negotiating the pricing.

- The first night of the rally is your option to plan a pot luck or heavy hors d'oeuvres, salad bar, etc. If you are planning a Continental Breakfast for the departure day, purchase sweet rolls, muffins, fruit, etc., from Costco, Smart & Final and other discount stores.
- Bar – Liquor, wine, beer, mixes, cups, ice, condiments and happy hour snacks will be purchased by the club's Head Bartender. Reimbursement of bar expenses will be made by Rally Master. Bar purchase excesses should be auctioned off the last night of the rally to help offset your bar purchases.
- Activities – Check with the RV Park and local Chamber of Commerce and internet for activities during the rally. Tours and museums are popular. Extra cost may be necessary, include on your rally application.
- Welcome Information – Include list of attendees, daily itinerary of rally activities, daily menus, golf tournament information and local maps, a list of emergency services and shopping etc. Some of this information may be available from the RV Park or Local Chamber of Commerce.
- Golf – A Monaco Romers member can put together the golf tournament. He or she can book the course, tee times and purchase prizes. Prizes should come out of the golf entry fees. You should coordinate with this member for a golf rate to be included on the rally application.
- Business Meeting – Time should be allotted for a Romers Business Meeting. Check with club President for scheduling time and meeting length. Tech Talk should be scheduled either before or after the Business Meeting.

Please be aware that you need to be working within your budget. *Sample budgets are available.*

These are the suggested ideas for putting on your rally.

Feel free to be creative.