

2025 Hosting Guidelines

Getting Started

1. **Get the Details.** The Host Concierge will communicate the important details about the venue to you, but here are some important factors to look for:
 - How many campsites are reserved and what are the site numbers?
 - Are there different types of sites? For example: Water & Electric Only/Full Hook-up, Pull-Through/Back-in, Premium/Standard, Meadow/Forest, etc.
 - What is the cancellation policy and what are the specific deadlines?
 - Does this venue collect money directly from the campers or do members pay for their site through FreeWheelers?
 - Phone and email information for the campground contact.
 - When will registration open?
2. **Meet up to plan.** Get on Zoom or a phone conference with all hosts and plan an agenda.

(All timings are customary, but the final decision is up to the hosts for each rally.)

 - Thursday
 - Any activities?
 - Will you have an evening meal gathering (BYO Dinner?)
 - Any evening activities? Campfire?
 - Friday
 - Any outings or activities on Friday?
 - 6p - Dinner is usually a Meet and Greet gathering where we'll welcome new members. You could have a regular potluck or an appetizer potluck, or something else you think up?
 - Any evening activities after dinner? Movie? Games? Campfire? Be sure to leave time after dinner for people to walk dogs before evening activities!
 - Saturday
 - 9am - Breakfast potluck?
 - What activities or outings will you be having this morning?
 - How about in the afternoon?
 - 6p – Potluck dinner
 - Evening activities?
 - Sunday
 - 9am - Breakfast potluck? Sometimes this is a “clean out your fridge” potluck.
 - Many people will probably leave today, but maybe you have some activities or outings for the people remaining?

- 5 or 6p Evening meal at a restaurant?
- Monday
 - Everyone departs.
- 3. **Assign roles and tasks** for the members of your host team.
 - a. One registration person (someone willing to work with Excel spreadsheet). This person will:
 - Using the Excel spreadsheet of people who register to assign sites based on order of registration, mobility challenges and stated preferences about location
 - Point person for communication with the RV park.
 - Communicate with members about changes to reservations.
 - Collaborate with the Treasurer to credit and charge members for reservation changes.
 - b. Remaining hosts can divide up the other tasks before, during and after the rally, including:
 - Writing up the outing for the newsletter and sending it to the Host Concierge.
 - Taking lots of photos during the outing for use in the Newsletter, website and the RVW Magazine
 - Planning and leading outings and activities
 - Scheduling a restaurant for Sunday night if you plan a dinner
 - Announcing activities on FB
 - Determining and buying any supplies needed
 - Arranging tables and chairs in the clubhouse on arrival
 - Decorating the clubhouse
 - Keeping the agenda on the whiteboard updated every day
 - Setting up a free table
 - Doing announcements before meals
 - Cleaning up the clubhouse after the outing

Budgeting

1. **Know Your Budget.** The Treasurer will give you a budget for your outing based on the number of people who register for the rally. These funds come from the \$2/per person Hosting Fees collected for each event, so events with a small attendance generally have smaller budgets than large events. The money you receive can be used at your discretion for decorations, food, disposable tableware, art supplies, or any other expense you need to put on an entertaining event.

2. **Save all your receipts** and send them to the Treasurer, She will send you a check based on the receipts provided. Please contact the Treasurer with any questions about expenses.
3. **Activities and Outing costs.** If any of your activities or outings have materials or entrance costs that won't be covered by the hosting fees available to you, one option is to add those costs to the Registration form. Members who wish to attend these outings or activities can pay the fee when they register. Work with the Host Concierge to have these fees added to the registration form.

Tasks for Registration Host

1. **Get a Map.** Download a copy of the campground map from the FreeWheelers Event page for your rally.
2. **Connect with the RV Park Staff:** Contact the RV Park staff, or even better, go meet the employee(s) in person and establish a working relationship with them. Introduce yourself as "Wagon Master" or "Host" and contact them early in the process. Usually, this person will be help you by opening the Clubhouse, answering your questions, and assisting with things onsite. This personal relationship will make it much easier for you to work together later.
3. **Test the Registration Process.** Sign up for the event yourself to make sure that the form and follow-up communications are accurate. The Communications chair will open registration to members when the test is completed.
4. **Receive Registration Emails...Or not.** As each person registers, you can receive a copy of her registration form for your event. This is optional since you do not need to do anything with these emails; you will be using an Excel spreadsheet to manage the list of registrants. Let the Communications Chair know whether you want the emails or not.
5. **Download registration spreadsheet from the website.** The Communications Chair or Website Admin will send you a link to the following lists and a password to open them. You can download an Excel version of these tables at any time.
 - Registration list
 - Waitlist
 - Day Use list
6. **Expect Changes!** Members will want/need to change dates and there may be cancellations. Keep your records current! You are responsible for an accurate, complete list of all cancellations. When a member changes or cancels their reservation, notify the Treasurer and she will manage the refund/payment (if necessary). Both of you may need to check the list again at the end of the event.

7. **Register Members from Waitlist.** When someone cancels, contact the first person on the Waitlist to offer her the site.
 - Select on a first-come, first-served based on the sequential number at the top of the waitlist. It's very important that the integrity of the waitlist is protected so campers know there is no favoritism.
 - Send her the link to the registration page so she can register and enroll via the online portal.
 - Once you receive the registration email, be sure to add her to your registration spreadsheet or download a new copy of the spreadsheet. Don't forget to delete the cancelled person from your spreadsheet! They will still appear on the downloaded registration list.

Tasks for All Hosts

1. **Get Familiar with the Clubhouse.** If you've never been to this RV park, visit the venue with the other hosts if possible. Check the days and hours the clubhouse will be available and whether it will be exclusively for the FreeWheelers.
2. **Deal with Park Changes ASAP.** When working with the RV park staff, if you become aware of any differences between our expectations and theirs, *notify the Host Concierge immediately!*

Occasionally it happens that the campground wants to make changes to our agreement, such as a new pet policy, different sites, no Clubhouse, etc. Since we have a contract, please do not make changes with the campground yourself. Notify the Host Concierge and she will get this resolved.
3. **Request Materials for New Members.** Two to three weeks before the outing, check for new members and guests based on their registration form. Contact the Membership Chair at least a week prior to the rally so she can create name tags and rig placards for new members, and name tags for guests.

If you need additional name tags or rig placards during the event, there will be a box of membership materials in the chapter equipment provided for you (or the member) to write in the name of the additional new members or guests.
4. **Locate Shared Equipment.** The Host Concierge can help you locate the equipment you need. Much of it is frequently with the previous host.

Required equipment:

 - FreeWheelers banner
 - White boards, easels, and accessories bag
 - New Member Materials box (nametags, rig placards and markers)

Optional equipment:

- PA speaker and mic if needed for a larger venue or outdoors
 - Collapsible movie screen
 - Projector and DVD player
 - Extra speakers for projector
5. **Develop Materials to Email to Attendees.** The hosts are responsible for communicating via email with the registrants on all issues after the initial announcement.
- Produce a packet of material to be emailed to each attendee at least two weeks prior to the event. If possible, send as PDF and ask attendees to print these documents or keep them on their phones:
- An agenda
 - A list of all attendees and their site numbers
 - Campground map
 - If possible, a list of nearby activities or sightseeing opportunities
6. **Make Plans to Take Photos.** Plan to take lots of photos of activities and meals! If you prefer not to do this yourself, assign someone to do so before the event. Photos are an important element for the newsletter and Facebook page.

SETTING UP FOR THE OUTING

1. **Plan to arrive early.** Most hosts will arrive the day before the rally begins (Wednesday) or early on Thursday, before other members arrive.
2. **Check in with the office.** They will want to meet you personally if you were unable to meet them earlier, and you may need to pick up parking passes for yourself and members. You may also have to speak with your RV park contact about any changes in sites or registrations.
3. **Access the clubhouse (if possible).** Get the key or combination to the clubhouse if it's available on Thursday. You may want to drop off materials. etc. Once we're allowed in, you will be responsible for the security and cleaning of the building.
4. **Set up the clubhouse.** Sometimes you will need to set up tables and chairs for the rally. If you need help, ask other FreeWheelers; we are a helpful bunch!
5. **Set up the whiteboards.** Write the agenda for a day or two one of the boards. Use the other board for coordinating carpools or other member communication.
6. **Display the FreeWheelers banner.** Hang it on your rig or in a common area where we will be gathering. This will help members and guests find you easily and know where to congregate.

AFTER THE OUTING

1. **Clean up the clubhouse.** Ask members for help with cleanup! If tables and chairs were taken out, you will need to get them put away. The floor should also be swept or vacuumed when everything is put away.
2. **Write a story about the rally for newsletter.** Within a week of the outing, write up a brief narrative of the outing for publication in our newsletter and in the RVW magazine. Include activities and highlights that would be of interest to FreeWheelers who couldn't attend and our national RVW audience and potential guests, as well as photos.
3. **Send in your story and photos.** Send your written narrative to the Host Concierge, who will send it on to the FreeWheelers Newsletter Editor and the National RVW magazine. Also, upload the photos of the outing you're including in the article to the Incoming Photos folder at <https://bit.ly/FW-photo-upload>.

Rally Activity Ideas

Food Gatherings

- Potlucks
 - Appetizers only
 - Desserts only
 - Salads only
 - Baked potato bar
 - Taco bar
 - Nachos and fixings
 - International themed foods
 - Soup and Pie Night
 - Sloppy Joe
 - Sandwich Fixings
 - Pasta Buffet (provide diff sauces and noodles)
 - Breakfast
 - Progressive Dinner (rotate to a few designated rigs for appetizers or desserts to make it simple) Can choose to do a rig tour during the rotation if member agrees.
 - Bring your own dinner to gathering
- BBQ
- Crab feast
- Camp café (chapter provides coffee, continental breakfast items)
- Pancake breakfast
- Pizza Party
- Chili Cookoff competition (set aside samples for judges)
- Grilled Cheese competition (set aside samples for judges)
- S'mores at campfire
- Mountain Pies
- Ice Cream Social

Fundraising ideas

- Auction donated handmade items (ie. Quilts, gift baskets)
- Yard Sale/Swap meet at camp (members can donate to club)
- 50/50 drawing (½ to winner, ½ to the club)
- The chapter can adopt a local charity; women's shelter, animal shelter, food pantry and encourage members to bring something on that charity's wish list to donate and show good will.

Crafts

It's always nice to get to know your members as some may have expertise or experience in a craft activity. Keep in mind that many of these activities can be explained in many YouTube tutorials.

- Friendship bracelets
- Rock Painting
- Diamond Painting (can be purchased in kits)
- Art Bazaar – members bring their arts and crafts for a holiday gift sale
- Simple macrame ornaments or hangings
- Paper mâché projects relating to your theme
- Pebble art
- Pour painting
- Bird feeders/houses (birding theme)
- Giant 35"x72" coloring poster (picnic table) keep it available with crayons and markers for members to sit around the table to chat and color
- Sand art (bottles or mandala sand art kits)
- Lanyard key chains
- Cookie decorating
- Homemade cards
- Stamped tea towels
- Tie dye (shirts, scarves, buffs)
- Earth Day seed bombs
- Paint by number
- Jewelry making
- DIY soap bar and body scrub
- Solar lantern
- Felting animals
- Succulent planting (decorate pots)

Themes

- Beach (beach ball activities, pool noodle activities, water games)
- Western (chili cookoff, western dress-up)
- Christmas (candy cane olympics, related crafts)
- Easter (egg toss, related craft)
- Halloween (pumpkin carving or paper mache pumpkin, pet costume parade, games)
- Las Vegas night (tournament games)
- Mexican Fiesta (pinata, Mexican feast, bingo, trivia)
- English Tea Party (decorate tea party hat for parade competition)
- Olympics (modified event competition)

- Murder Mystery
- Sports
- Kentucky Derby (Derby hat parade, race on Hoppy balls)

Active Tournament Games

- Corn hole
- Ladder ball
- Bocce ball
- Murbles (lightweight bocce ball)
- Frisbee golf
- Washer toss
- (These activities can be combined to include rotation among events creating a “triathlon” for example)

Movement Activities

- Hiking
- Dog walks
- Birding (bring binoculars)
- Kayaking, Pontoon (can rent in some parks)
- Scavenger hunts (find things on the list from your rig)
- Geocaching
- Line dancing/dancing
- Chair volleyball
- Biking
- Visit local attractions (museums, wineries, festivals, restaurants)
- Yoga, Qigong and chair exercises (chair or mat)

Popular Table Games

- Square Nine Card Game
- Mexican Train
- Rummikub
- Five Crowns
- Card Bingo (deck of cards per 4 people)
- Bingo
- Left, Right, Center
- Puzzles

Other

- Movie night
- Stargazing
- Sing alongs
- Ukulele jam sessions (other instruments welcomed)
- Book Club discussion
- Book Swap
- Puzzle Swap
- Talent Show
- Trivia games in teams (ie. commercial jingles You Tube, National Parks, “firsts” by women, Rock and Roll, TV show theme songs, Travel)
- Price is Right game show w/ team competition
- Krazy Costume Runway show
- Themed photo booth
- Karaoke
- Perform Skits
- “Beat the Heat”-water gun battle, water ballon toss
- Rig Blessings/Christening/Dedications (Sing Happy Trails, read a poem, throw water on tire, etc.)

Guest Speakers

- Local Audubon Society – birding
- Naturalist from local park
- Red Cross – First Aid
- Local Sheriff’s Dept – Personal Safety, Identity theft, scammers
- Mountain Search and Rescue – Hiking Safety
- Fly Fishing Demo
- Geocaching Demo

- Dutch Oven Demo
- Cookie Decorating Demo
- RV Tips and Maintenance
- Starlink Demo

Icebreakers

- Two truths and a lie - participants take turns making 3 statements about themselves (two true and one false) and members try to guess which one is untrue.
- Interesting fact game – Members write down an interesting fact about themselves that most members might not know about them. Include your name on the strip of paper and put in jar for the host. The host can decide when to read some during the rally gatherings and members can make 3-5 guesses before they are considered “stumped”.
- Meet and Greet – As you go around the meeting circle: give name, town, and type of rig. Each time you meet; add a question that would help members know a little more about each member. Examples; how many years in RVW, pet’s names, a past or current occupation, hobbies, sports, siblings, sibling order, where you grew up, favorite band as a teen, etc.
- Partner interview – pair up by drawing a name of a member and learn as much as you can about them. (Can have a list of questions made up beforehand) Then, over the course of the rally, pick some times that a few members can share what they learned about their interview partner.
- “Would you rather” game – Put several “would you rather” questions into a jar. Pass around and each member pulls one out and answers the question. Question can be put back in the jar and mixed up as it’s okay to use more than once.
- Share your favorite RV gadget or item (bring to the circle)
- Share RV hacks
- “Bring a Photo” – a photo of yourself (as a baby, toddler, grade school, teen) Members guess who