

## How To Organize Your Next Rally, Reunion, Club Get-Together

Please note that this is not to be considered a complete list of the actions that you will need to take in order to plan your event. Rather, it is a starting point for you.

- Determine the arrival and departure dates for your event and the approximate number of sites you will need for your event. These would include RV sites, Cabins, Lodges, etc.
- Fill out a Group Reservation Request. Be sure to identify any special needs for the event. (I.e. handicap RV site, late arrival, etc.)
- Identify your staffing needs to insure that the event is successful. A few of the positions are:
  - Wagonmaster
  - Treasurer
  - Tailgunner
- Plan the activities for the group. (Legacy RV Resorts can help you with this part of the plan. Who would have a better idea of what is available in the area than someone who knows the resort?)
- Complete the Group Contract from Legacy RV Resorts, sign and return it with your deposit check or a credit card number.
- Begin your List of Attendees (see the PDF List of Attendees)
- Identify your catering needs by date and type of meal. (Once again, Legacy RV Resorts can help you with this. We have an extensive catering menu or we can work with you to create your own special menu for the occasion.)
- Create your registration packet. This should include, as a minimum, a registration form, itinerary, schedule and other information that participants will need.
- No later than 30 days prior to your arrival date, submit your list of attendees.