

HOSTING A TEXAS W EVENT

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# HOSTING A TEXAS W EVENT GUIDELINES

## H0 INTRODUCTION

Meetings and Rallies (i.e. Events) may be conducted by multiple Chapters. Duties are divided between a Primary Host and Co-Host Chapters.

Event guidance and direction is provided by the Texas W Event Coordinator, and is a responsibility of the Texas W First Vice President.

**NOTE:** Prior to starting preparations to host an Event, discuss with the Texas W Event Coordinator any restrictions or policy changes to these guidelines. Do not schedule an Event to conflict with an adjoining state's Meeting or Rally.

The thirteen Chapters residing in the state of Texas are divided into 4 geographic zones. Each zone is made up of 3 to 5 Chapters who are the major supporters of an Event in their respective zone. Some zones overlap and a Chapter may be in two zones. It is strongly recommended that the Host Chapter requests help from other chapters in the same zone. However, it is permissible to request help from Chapters in other zones. A Chapter has the option of hosting the entire Event without the assistance of other Chapters. Ideally, Events should progress through the zones in the order as they are numbered (Zone 1, Zone 2, Zone 3, Zone 4, Zone 1, Zone 2.....)

The four geographic zones are:

### ZONE 1

Corpus Christi - Sparkling W  
San Antonio - Alamo Winnies  
Houston - Astrobagos, Bluebonnet Travelers  
Austin – Lone Star Travelers

### ZONE 2

Amarillo – Tex Pan Ramblers  
Lubbock – Rear View Mirrors  
Wichita Falls – Red River Wranglers  
Dallas/Fort Worth – Nor-Tex Travelers, Heart of Texas Winnies

### ZONE 3

Houston – Astrobagos, Bluebonnet Travelers  
Austin – Lone Star Travelers  
Waco/Temple – Cen-Tex Travelers  
Beaumont – Big Thicket Winnies

### ZONE 4

Waco/Temple – Centex Travelers  
Tyler – Rambling Rose  
Dallas/Fort Worth – Nor-Tex Travelers, Heart of Texas Winnies

## HOSTING A TEXAS W EVENT

### H1 EVENT DATES

**MEETING** - A theme is not necessary.

Meetings are normally held in January, April and July (GNR). Meetings begin on Friday, typically after the opening ceremonies, and conclude on Sunday with a devotional. An opening ceremony is not required at a Meeting. Meetings are low key with minimal fanfare.

Meals need not be elaborate; paid entertainment is limited. A Thursday night pot-luck dinner is a good idea.

Games and small scale (free) entertainment are recommended.

Pre-Meeting activities (parking, entertainment, tours, food, etc) should not be considered part of nor included in the registration fee. These activities are advertised as Pre-Meeting activities and are paid for separately by participants.

**RALLY** – A theme is preferred.

The Rally usually occurs in October. The Rally is a Grand Event much more elaborate than a Meeting. A Rally starts on Friday with an opening ceremony and concludes on Sunday with the devotional. A theme is usually supported with decorations, games, catered meals and paid entertainment. A Thursday night pot-luck dinner is a good idea.

Vendors are invited to show their wares and seminars may be scheduled. Visitors/guests are solicited and encouraged to attend, provided they arrive in a Winnebago Industries product.

A badge or pin may be provided to the participants, if approved by the Texas W Executive Board; such cost must be included in the Rally Budget.

Pre-Rally activities (parking, entertainment, tours, food, etc) should not be considered part of nor included in the registration fee. These activities are advertised as Pre-Meeting activities and are paid for separately by participants.

### H2 EVENT LOCATION

#### **MEETING/RALLY**

Once the Event location has been determined, a contract should be initiated with the Park. Take into consideration the economy and prior attendance in estimating the attendance (number of rigs).

Concerns when selecting a Park:

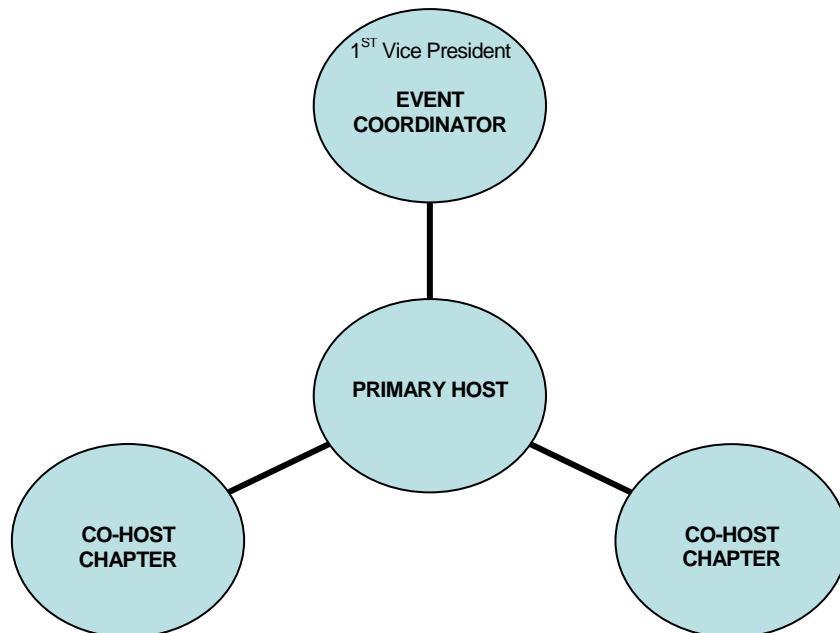
1. What is their building occupancy (some Parks have small facility rooms)
2. When can you occupy the building(s)? One day in advance of the Event is ideal for the Hosting Chapters to make final preparations.
3. Are full-hookups available?

## HOSTING A TEXAS W EVENT

4. Some of the information you will want on the contract:
  - a) Rate per site, (does the rate include tax?)
  - b) Rate per site for early arrival, (does the rate include tax?)
  - c) Minimum number of parking spaces required (estimated in the Budget)
  - d) Availability of the kitchen
  - e) Stage availability
  - f) List time constraints or exceptions on the use of their facilities
  - g) Availability of an ice and/or popcorn machine (is there an extra charge?)
  - h) Sound system availability (is there an extra charge?)
  - i) Have the contract state that we will have exclusive use of the Event room(s)/buildings on the specified dates.
  - j) Availability of golf cart(s) for the parkers?

### **H3 SHARED DUTIES AND RESPONSIBILITIES**

Chapters should share in the activities associated with Meetings & Rallies. This lightens the burden on a Chapter who would otherwise have to do the entire event by themselves.



### **EVENT COORDINATOR**

1. Solicit Chapters to serve as Host Chapters
2. Schedule Event locations at least 18 months in advance.
3. Attempt to have Events rotated geographically to enable equal access.
4. Retain a copy of the signed contract with the Park for Texas W records.
5. Ensure that the Host Chapter uses the Texas W Budget form Refer to A1
6. Provide assistance to the Host Chapter in developing the Event Budget
7. If requested by the Host Chapter, assist in procuring help from other Chapters.

## HOSTING A TEXAS W EVENT

8. Be sure the Host and Co-Host Chapter(s) know who their respective Contact persons are (name, snail mail or email address).
9. Maintain a record of Chapters that have served as Host Chapters and Co-Hosts in the past.

### **HOST CHAPTER** - Some of these duties can be delegated to another Chapter(s)

1. Appoint a Chairperson and a Co-Chairperson responsible for forming committees, monitoring activities and expenditures and to serve as the liaison between the Host Chapter and the Event Coordinator. By having both, the Host Chapter will always have someone in charge if the other is unable to continue.
2. Identify, negotiate and obtain Park reservations and provide a copy of the signed contract to the Event Coordinator for his records.
3. An insurance certificate is available from the WIT office and should be requested in advance of the Event by the Texas W President if required by the Park.
4. Prepare a Registration Form for the Event Refer to H12 and F2
5. Responsible for all expenditures incurred for the Event. It is the responsibility of the Chairperson or Co-Chairperson to submit original receipts for approved expenditures to the Texas W Treasurer for reimbursement.
6. Work with the Event Coordinator in preparing the Event's Budget. The Host Chapter's representative (President, Chairman or Co-Chairman), should present the Budget in the Texas W Executive Board's business meeting, at least six (6) months prior to the Event for approval. Refer to A1
7. Prepare an Event agenda/program with copies for each rig (estimated in the Budget) Refer to H13
8. Make room arrangements for the Executive Board Meeting usually held on Friday morning
9. Set up a room for dining and registration
10. Arrange for Friday evening, Saturday morning and Saturday evening meals, as well as an ice cream social (usually on Saturday afternoon.) Thursday evening and Friday morning meals are optional. Refer to H14 and H17
11. Consider pre-event activities Refer to H15
12. Assemble welcome bags (Chamber of Commerce, local information, etc) to be given each rig when they register.
13. Provide a Master of Ceremonies (Emcee) for the Event
14. Arrange/conduct opening ceremonies Refer to H 6
15. A fundraiser (money hat, silent auction, etc.) may be held to defray any expenses incurred that were not approved in the Budget
16. Coordinate and approve vendor activities Refer to H7
17. Solicit dealers/vendors for support/donation Refer to H9
18. Provide Host badges Refer to H8
19. Provide Event badges or pins for the participants (optional for a Rally; not approved for a Meeting)
20. Schedule and coordinate games as needed Refer to H19
21. Coordinate craft classes, Show and Sell, etc
22. Arrange for the Sunday devotional Refer to H5
23. Make sure that the necessary signage is available to help direct participants

## HOSTING A TEXAS W EVENT

### **CO-HOST CHAPTER(S)**

Identify a Contact person to be responsible for the Chapter's assigned duties and serve as the liaison between the Co-Host Chapter and the Host Chapter.

Possible responsibilities:

1. Contact the Host Chapter for help in procuring an item(s) that was an oversight - **expenditures are the responsibility of the Host Chapter.**
2. Provide parkers and greeters for incoming rigs Refer to H16
3. Make sure that paper goods, plastic ware, etc are available at all times.
4. Maintain a supply of refreshments (water, tea, lemonade, coffee, cookies, etc.) Refer to H17
5. Provide decorations (budgeted item for Rally only) Refer to H18
6. Assist with games as needed Refer to H19
7. Assist with craft classes, Show and Sell, etc
8. General housekeeping, after meals and games, restore the Meeting room to original condition
9. Entertainment Refer to H11

### **H4 NON-REGISTERED RIGS**

#### **MEETING/RALLY**

Allow for non-registered rigs when preparing anticipated income and expenses for the proposed Budget.

### **H5 SUNDAY DEVOTIONAL**

#### **MEETING/RALLY**

The Sunday devotional is a non-denominational service. The Texas W Chaplain, a Chapter Chaplain, or local people may perform the service as determined by the Hosting Chapter. No one is to be paid.

### **H6 OPENING CEREMONIES**

Opening ceremonies may be formal or informal and will be conducted on Friday mornings. Wear your Chapter uniform/colors and name badge.

#### **MEETING:**

1. A prayer from the Texas W Chaplain or other attendee
2. The U.S. and Texas Flag are presented for recognition by the membership; usually by the Host Chapter
3. The pledge of Allegiance to the U.S. flag
4. The pledge to the Texas Flag

**Pledge to the Texas Flag:**

"Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible."

## HOSTING A TEXAS W EVENT

**RALLY:** Preferably a more formal ceremony than at a Meeting:

1. A prayer from the Texas W Chaplain or other attendee.
2. The U.S. and Texas Flag are presented for recognition by the membership. This can be done by any of the local organizations such as honor guards from the VFW, school ROTC, Boy/Girl Scouts, etc. or the Host Chapter. A small donation to this organization is acceptable.
3. The pledge of allegiance to the U.S. flag
4. The pledge to the Texas flag.

**Pledge to the Texas Flag:**

“Honor the Texas flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

5. Guests such as the Chamber of Commerce, Mayor or other local dignitaries should be invited to attend and present a short welcome to the group.
6. Generally the opening ceremony last about 15 minutes.

### **H7 DEALER & VENDOR PARTICIPATION**

#### **MEETING/RALLY**

Texas Winnebago and Itasca dealers are complimentary members of Texas W and pay the same Event fees as any other member (unless they give a large donation such as purchasing a meal or a monetary donation).

**NOTE:** If a dealer does not pay a registration fee because it sponsored a meal or made a monetary donation, remember to count the dealer's people in the meal headcount.

If dealers are asked to show motor homes and participate in the activities, include in the Budget the cost of their meals (only if they are not sponsoring a meal).

A vendor may attend an Event without owning or arriving at the Event in a Winnebago Industries product. If they own and arrive in a Winnebago Industries product they may register and participate in the activities. A vendor is normally not charged a fee above the registration fee for selling their wares or services, but can be asked for a donation.

### **H8 HOST BADGES**

#### **MEETING/RALLY**

Hosts' badges are provided by the Texas W Club and can be retrieved from the preceding Host Chapter.

## HOSTING A TEXAS W EVENT

### **H9 DONATIONS, PRIZES AND AWARDS**

**NOTE:** Donations, monetary and material, solicited or unsolicited, become the property of The Texas W Club. Monetary donations are to be turned over to the Texas W Treasurer and are distributed/used with the approval of the Event Coordinator.

#### **MEETING**

There is to be NO solicitation of donations or prize items for a Meeting. However, if a dealer, vendor or others want to donate, graciously accept the donation. Include monetary donations in your proposed Budget.

Winners must be present in the room, at the time of a drawing, to win a prize.

The Texas W Board may elect to award early registration prizes and special incentives.

Ribbons are the only awards given to the winners of games.

#### **RALLY**

Solicitation of donations or prize items for a Rally is acceptable, and expected. The goal should be a prize for each rig. Exceptionally large prizes should be awarded via a drawing after Saturday's entertainment.

Winners must be present in the room, at the time of a drawing, to win a prize.

The Texas W President and Executive Board may award early registration prize/s and special incentives.

Awards for winners of games are left to the discretion of the Host Chapter; at least ribbons should be given.

### **H10 PRE-REGISTRATION PRIZES**

#### **MEETING/RALLY**

Pre-registration prizes, if approved, are a Texas W expense and should not be included in the proposed Budget.

### **H11 ENTERTAINMENT**

#### **MEETING/RALLY**

Compensation for entertainment must be included in the proposed Budget. Invite the entertainers to the meal if this is the only compensation they receive. The cost and headcount should be included in the Budget.

#### **MEETING**

Chapters may plan entertainment using Chapter members or others who perform at no cost or a small donation. Entertainment on Saturday evening is sometimes more elaborate and the entertainers may require compensation.

#### **RALLY**

Chapters normally plan entertainment on Friday, using Chapter members or others who perform at no cost or a small donation. Entertainment on Saturday evenings should be more elaborate and the entertainers will most likely require compensation that should be included in the proposed Budget.

## HOSTING A TEXAS W EVENT

### H12 REGISTRATION

#### MEETING/RALLY

The registration form Refer to F2 is developed by the Host Chapter, approved by the Texas W President and submitted to the Texas W Secretary approximately one and one-half months in advance of the event. The Texas W Secretary mails the registration form with the Newsletter. The form includes: Pre-Event activities, dates, location, number of meals, driving directions, a brief description of what to expect.

Also include on the Registration form:

**Note:** *If handicap parking is requested, the official state approved tag or placard must be displayed in the front of the vehicle for viewing by the Parking Committee.*

### H13 PROGRAM/AGENDA

#### MEETING/RALLY

Program print quantities are determined by the proposed attendance. The cost for printing the program should be included in the proposed Budget.

The following disclaimer must be included in the program.

*"We have vendors and presenters at our Event this weekend. They are here to show their products, which are to be backed by their guarantees and warranties. Neither WIT nor the Texas W Club assumes any responsibility for the claims and performance of products or services provided by the vendors."*

### H14 MEALS

#### MEETING/RALLY

Meals may be prepared or catered by the Host Chapter. The registration fee governs the number of meals provided. The Host Chapter determines which meals will be provided and the meal contents for the Event and coordinates all meal activities.

#### **When negotiating the contract with a caterer:**

- Ask if the price is all inclusive (i.e. are tax, gratuity and servers included?)
- List in the contract who is responsible for serving, table service, etc.
- Does the caterer(s) have any restrictions?
- Some caterer(s) may want an advance deposit and a signed contract.
- For your protection and to ensure understanding, get the contract in writing.
- The contract is to be approved and signed by the Texas W President.

To cut costs for hosting an Event, participants may be asked to bring their own eating utensils.

After meal clean up is usually a Co-Host activity

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### H15 PRE-EVENT ACTIVITIES

#### MEETING/RALLY

The Host Chapter is encouraged to have Pre-Event activities unique to the area. If there is a cost, it is paid separately by the individual participants. Pre-Event activities are to be included in all advance advertisement. (Registration form, WIT Club News etc.) Pre-Event activities are not included in the proposed Budget.

### H16 PARKERS/GREETERS

#### MEETING/RALLY

Parkers/Greeters direct the participants where to park. Members of the Host Chapter, the Texas W Board and vendors are usually parked close to the main Event building.

The Host Chapter and the RV Park normally determine the parking location of dealer show coaches. If there is a Co-Host Chapter responsible for this activity, the Host Chapter furnishes it with the necessary information.

The Primary Chapter should request the number of registered participants from the Texas W Treasurer and ask for a list of attendees and their status as received on the registration form.

The Park may provide a golf cart to be used for parking. Parkers are not to help anyone park their vehicle but may escort the participants to their site.

### H17 REFRESHMENTS

**HOSPITALITY TABLE(S)** - To control costs, Chapters may request each of their members to bring cookies or snacks for the table. Otherwise, the Host Chapter will provide the cookies or snacks. Quantity to be determined by the anticipated attendance.

Usually a Co-Host Chapter is responsible for maintaining the hospitality table.

**ICE CREAM SOCIAL** – Ice cream in various forms may be purchased locally, possibly in bulk, by the Host Chapter. Check with the Event Coordinator for the authorized cost per rig/participant. **Show this expense in the Budget.** This expense is handled by the Texas W Treasurer and reimbursed by Farm & City Insurance in Forest City, Iowa.

Farm & City Insurance requires the following:

1. Written request for sponsorship to Farm and City (Prepared by Texas W Treasurer)
2. Acknowledgement (a sign recognizing Farm & City Ins. Services as sponsor)
3. Farm and City Insurance recognition in program booklet
4. Limit reimbursement of \$1.00-\$1.50 per RV unit
5. Approximate number of RV units at the Event.

**NOTE: NO PINTS!** Dixie cups or ice cream in other forms must be within the reimbursement guidelines. Texas W does not endorse any particular brand of ice cream. Storage may be required.

## HOSTING A TEXAS W EVENT

### H18 DECORATIONS

#### MEETING

Decorations are not required at a Meeting, and should not be included in the proposed Budget. However, should a Chapter desire to decorate at a Meeting, the cost is paid for by that Chapter.

#### RALLY

Decorations are usually approved for a Rally and included in the proposed Budget. The decorations should be planned to function as special prizes awarded via a drawing after Saturday's entertainment. Original receipts for expenditures are to be submitted to the Host Chapter.

### H19 GAMES

#### MEETING/RALLY

Considerations:

1. Determine which games will be played (Skip Bo, 42, Dominoes, Social Security, Joker, men's washer tosses, women's washer tosses, Bean Bag Baseball, etc.)
2. Ensure there are sufficient boards, cards, etc., to support the games planned. If necessary asks other Chapters to bring boards.
3. Spread the games throughout Friday and Saturday.
4. Awards/prizes for the winners of games
5. Determine if there will be crafts and other activities such as "Best of Show" craft competition for GNR

**NOTE:** Fees for crafts, golf, etc. are the participant's responsibility.

### H20 EQUIPMENT AND MISCELLANEOUS ITEMS

#### MEETING/RALLY

Beverage Containers:

The Host Chapter for the next Event should pick up all beverage containers (coffee, water, tea, lemonade, etc), as well as non-perishable leftover supplies from the current Host Chapter.

The following is the amount of coffee to use in each coffee pot.

35 Cup            1-1/4 cups of coffee

45 Cup            1-1/3 cups of coffee

100 Cup           3-1/2 cups of coffee

## HOSTING A TEXAS W EVENT

### **ITEMS/QUANTITIES TO PURCHASE:**

Inventory the items received from the previous Host Chapter. Make an inventory sheet, if one does not come with the items. This will help in knowing what is needed and the quantities to purchase. Include the cost in the proposed Budget as supplies.

Buying in bulk for particular items may be cost effective. However, keep supply purchases to a minimum.

Ask the Park what they will be furnishing. Example: dish soap, garbage bags, paper towels, popcorn, popcorn machine, etc

After the Event, all leftover, non-perishable items are given to the next Hosting Chapter. Perishable items such as opened coffee, opened non-dairy creamer in a jar, opened instant tea, opened lemonade, etc. may be kept by the current Host Chapter.

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**F1 BUDGET FORM**

MEETING/RALLY BUDGET

Dates: \_\_\_\_\_

Location: \_\_\_\_\_

Est. of # of Rigs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

	Primary Host Chapter		Contact Person		Phone #
			<u>1 Person/Rig</u>		<u>2 Persons/Rig</u>
<b>line 1</b>	<b><u>PARKING</u></b>	Rate Per Night:	\$ _____		\$ _____
	<b><u>MEALS</u></b>	<u>Day of Week</u>	<u>Each</u>		
	Breakfast	_____	_____	_____	_____
	Dinner	_____	_____	_____	_____
	Breakfast	_____	_____	_____	_____
	Dinner	_____	_____	_____	_____
	Donuts, etc	_____	_____	_____	_____
	Ice Cream Social	_____	_____	_____	_____
<b>line 2</b>	Total Meals		\$ _____		\$ _____
	<b><u>EXPENSES</u></b>				
	<b><u>SUPPLIES</u></b>		<u>Cost</u>		
	Coffee/Tea		_____		
	Cups/Plates		_____		
	Utensils		_____		
	Copies of Agenda		_____		
	Other		_____		
<b>line 3</b>	Total Supplies		\$ _____		
	<b><u>OTHER:</u></b>				
	Decorations (Rallies Only)		_____		
	Entertainment		_____		
	Other		_____		
<b>line 4</b>	Total Other		\$ _____		
<b>line 5</b>	TOTAL EXPENSES (lines 3+4)		\$ _____		
<b>line 6</b>	Expense per Rig (divide line 5 by est. # Rigs)		\$ _____		\$ _____
	Computed Rig Rate (lines 1+2+6)		_____	_____	_____
			(1 Person/Rig)		(2 Persons/Rig)
	Rates Set by Executive Board		\$ _____		\$ _____

HOSTING A TEXAS W EVENT

**F2 REGISTRATION FORM**



*CHAPTER NAME* Invites You To The  
*Month Year – Meeting or Rally* (choose one)  
dates  
**At**

*Location (include the nearest city and directions or a map how to get there)*

Thursday: *Dinner* (menu)  
Friday: *Dinner* (menu)  
Saturday: *Breakfast* (menu)  
*Dinner* (menu)  
Sunday (menu)

Pre-Event activities \_\_\_\_\_

**REGISTRATION FEES**

Includes Friday & Saturday camping w/full hookups, 1 breakfast, and  
2 evening meals, and .....on Sunday  
Early camping \$...../night

Check for additional details listed on the Texas "W" website [www.texasw.org](http://www.texasw.org)

	Before (date)	After (date)
1 Unit, 2 People	\$ .....	\$ .....
1 Unit, 1 Person	\$ .....	\$ .....
Each Additional Person (meals)	\$ .....	\$ .....

**REGISTRATION FORM – Texas "W" Meeting or Rally** (choose one)  
**Park, Location, Dates**

WIT# \_\_\_\_\_ Texas "W" Member or Visitor (Circle one)

Name (and Spouse/Companion): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Do you need handicap parking? Yes or No (Circle one)

What is the length of your rig? \_\_\_\_\_ How many slides? \_\_\_\_\_

1 unit with \_\_\_ person(s) \$ \_\_\_\_\_

\_\_\_\_\_ Additional person(s) \$ \_\_\_\_\_

Early camping \$ \_\_\_\_\_ per night \$ \_\_\_\_\_

**Texas "W" Dues for ..... were due in October** .....  
\$20/year \$ \_\_\_\_\_

Total Enclosed: \$ \_\_\_\_\_

Make check payable to **Texas "W" Club** and mail it along with this completed form to:  
Delilah Parsley, Treasurer P.O.B. 1001 Willis, TX 77378