

## CHECK LIST

**This is a bare outline. Read the full hosting document and use this to mark your progress.**

- Start planning for your event well in advance.
- Contact the Activity Director and get a copy of the Campground contract.
- Contact the Campground liaison employee who handles group reservations for Campground policies.
- Check out the Rec Hall for times available and exclusivity for the FreeWheeler, including space, #tables, #chairs, kitchen equipment and recycling. Ask about parking near the Rec Hall.
- Determine prices from contract.
- Determine registration opening date.
- Determine the amount of initial deposit and date due.
- Determine the date of final payment.
- Create the announcement and send to Activity Chair and Chapter President for approval. Include the name and address of the person receiving the checks.
- Create a registration spread sheet (embedded in Host samples) and keep it current.
- Check with Campground to determine site availability if members request extra days.
- Notify Activity Chair when registration is closed or full.
- Deposit monies, note when deposited and notify any members if they have sent an incorrect amount.
- Confirm the Treasurer has paid the first deposit as agreed on in the contract.
- Assign sites.
- Continue to plan activities.
- Make and send an agenda and site assignments at least two weeks prior to the event.
- Obtain name tags for new members and guests.
- Print liability forms for guests (take them to the outing).
- Pay the balance of the bill to the Campground.
- Greet attendees. Assign a friendly FreeWheeler (or two or three) to assist newbies and guests.
- Set up the Rec Hall.
- Pre-set the communal campfire (if appropriate).
- Clean up.
- Write article for newsletter, website, and RVW9/25/19 11:21 AM.
- Send in financial report to Treasurer and Activity Report to Activity Chair. Include the names of members and guests in the report to the Activity Chair.