**Penn Coachmen Post Rally Report – Electronic Form**

**Purpose**: Rally Master should complete this Microsoft Word form **electronically** and return to Club President to pass down rally planning and lessons learned for the next rally master. (See page 2 for printable form)

**Rally Dates**: Click or tap here to enter text.

**Rally Location**: Click or tap here to enter text.

**Camping:**

* Camp Reservations made by:  Rally Master,  Member
* Lead time needed by campground for Reservations: Click or tap here to enter text.
* How many sites did the campground reserve for rally? Click or tap here to enter text.
* What conditions did campground place on reserved sites? Click or tap here to enter text.
* Cost per night for sites?

Click or tap here to enter text. (30 Amp)

Click or tap here to enter text. (50 Amp),

* Did campground charge campers Deposit? Click or tap here to enter text.
* Sewage Disposal:  Full Hookup  Dump station
* Were the hook-ups adequate? Click or tap here to enter text.
* Cancelation Policy: Click or tap here to enter text.
* Sites (Level, grass, gravel, easy access)? Click or tap here to enter text.

**Rally Specifics:**

* Rally Master(s): Click or tap here to enter text.
* Rally Consultant: Click or tap here to enter text.
* Hosts: Click or tap here to enter text.
* How many coaches came? Click or tap here to enter text.
* Cost - Describe costs per person; Did you require more or less than $25 per person, $10 for children 13-17, and $0 for under 12 years old? Click or tap here to enter text. Total amount per couple: Click or tap here to enter text.

**Facility:**

* What was the meeting space offered (indoor, outdoor, heat/AC, size, tables/chairs)?Click or tap here to enter text.
* Did facility have a kitchen? Click or tap here to enter text.
* Did facility charge for use of meeting space? Click or tap here to enter text.
* Did facility require a deposit for meeting space? Click or tap here to enter text.
* Point of Contact at Rally Site? Click or tap here to enter text.
* Any special travel instructions? Click or tap here to enter text.

**Local Resources** (Walmart, stores, hospitals): Click or tap here to enter text.

**Lessons Learned**: Click or tap here to enter text.

**Penn Coachmen Post Rally Report – Printable Form**

**Purpose**: Rally Masters should print and complete this form by hand and return to Club President to pass down rally planning and lessons learned for the next rally master.

**Rally Dates**:

**Rally Location**:

**Camping:**

* Camp Reservations made by:  Rally Master,  Member
* Lead time needed by campground for Reservations:
* How many sites did the campground reserve for rally?
* What conditions did campground place on reserved sites?
* Cost per night for sites?

(30 Amp)

(50 Amp)

* Did campground charge campers Deposit?
* Sewage Disposal:  Full Hookup  Dump station
* Were the hook-ups adequate?
* Cancelation Policy:
* Sites (Level, grass, gravel, easy access)?

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* Rally Master(s):
* Rally Consultant:
* Hosts:
* How many coaches came?
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* What was the meeting space offered (indoor, outdoor, heat/AC, size, tables/chairs)?
* Did facility have a kitchen?
* Did facility charge for use of meeting space?
* Did facility require a deposit for meeting space?
* Point of Contact at Rally Site?
* Any special travel instructions?

**Local Resources** (Walmart, stores, hospitals):

**Lessons Learned**: