

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? _____
- Cancellation Policy: _____
- Sites (Level, grass, gravel, easy access)? _____

Rally Specifics:

- Rally Master(s): _____
- Rally Consultant: _____
- Hosts: _____
- How many coaches came? _____
- 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?: _____ Total amount per couple: _____

Facility:

- 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: _____
