

MONACO AMERICA RALLY MASTER

Job Responsibilities

- Research and check possible rally sites at least two rallies in advance, if possible.
- Visit, or have designated representatives visit, desired rally sites then negotiate acceptable terms for contract. Sign the contract once the time period and particulars are agreed upon.
- Work with local visitor bureaus and rally site management to develop a list of entertainment possibilities, obtain local area information and possible local vendor recommendations.
- Select an appropriate caterer for the rally, select menus, negotiate costs and advise expectations.
- Select entertainment for each rally, negotiate costs and schedule.
- If rally site is a non-established camping facility, check with the appropriate governing board to ensure compliance and check with the responsible fire department to satisfy their requirements.
- Develop a budget for each rally and determine the appropriate rally fee for members and non-members.
- Prepare or have prepared, the Rally Application with the appropriate rally fees and information and have available for distribution by the previous rally. Email a copy to Monaco America's website administrator for posting.
- Develop and maintain a list of potential rally vendors from contacts made at other rallies and shows, and from member recommendations.
- Develop a "Vendor Application" for each rally with the established fees. (Monaco America members pay nothing.)
- Prepare a "Vendor Rally Information Letter" providing the rally particulars for emailing with the Vendor Applications.
- Mail and/or email the Vendor Applications and information letters 4 to 6 months prior to the scheduled rally and set up a follow up system.
- Determine other rally needs; select vendors and negotiate cost agreements and particulars for any rental items, i.e., golf carts, tents, pipes& drapes, etc.
- Select a local couple to act as Assistant Rally Masters to utilize as assistants, especially in dealing with local items and situations requiring physical follow up. To have Assistant Rally Masters or not depends on the expected attendance and other concerns as determined by the Rally Master.
- Prepare a "Confirmation/Welcome" letter and Sunday/Monday Schedule of Events, unique to the rally, for mailing by Monaco America's Treasurer as part of the rally confirmation package.
- Develop a "Schedule of Events" and all other pertinent documents for delivery to members, guests and vendors upon their arrival at the rally site, to include any rally specific information, menu, list of vendors, rally evaluation form, etc.

- Prepare a cover page for the Schedule of Events.
- Make or have made sufficient copies of the Schedule of Events and other documents for the Rally envelopes.
- Prepare window cards for vendors and suppliers.
- Prepare nametags for new members and guests, to be placed in their “Rally” envelopes.
- Purchase and place in the appropriate “Rally” envelopes, First Timers ribbons.
- Select and purchase “Rally Pins” for all members, guests, and for any vendors who pay for the meal/entertainment package, to be placed in the “Rally” envelopes.
- As vendor applications are received, review all for acceptance and send an acknowledgement letter or email. For vendors not accepted (inappropriate or duplication), send a letter of explanation and return their check. Forward the vendor’s check along with a copy of their confirmation email or letter to Monaco America’s Treasurer.
- Make certain that all negotiations and/or agreements are under contract or confirmed in writing.
- Develop and share with appropriate parties, the desired room layouts and requirements; dining/entertainment, seminar rooms, vendor areas, & Information Center.
- With the Assistant Rally Masters, VP of Security, and others as appropriate, make certain all concerns arising during the rally are immediately addressed.
- Keep the rally site host management informed on Monaco America’s rally plans. Consider inviting their lead person to one of Monaco America’s dinners.
- Conduct a “Rally Critique” as the last seminar of the rally to gain immediate feedback of any negative member concerns regarding the rally.
- Review and/or audit all rally costs with Monaco America’s Treasurer before payment is made.
- Prepare and submit to Monaco America’s Newsletter editor on a timely basis, an article for each Newsletter.

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