

## Happy Trails RV Club Wagon Master Guidelines Rev 1.2.22

- Select rally location and dates
- Verify sites are available for dates
- Determine if reservations will be made by Wagon Master or direct by members
- Determine if there will be group events (shows, tours, happy hours, potlucks)
- Present information to the Trip Director for presentation at next monthly meeting
- Create Rally Board for meeting and sign-up sheet
- Send email blast to members via the Trip Director
- Collect payments for deposits and/or payments for site fees and events
- Recruit a few members to help with any group happy hours, potlucks, carpooling to events
- Create handout for daily schedule include maps for event location
- Upon arrival remind members to display their Happy Trails RV Club sign in rig window
- Have fun