

NORTHWEST TREK FUN CLUB

Rally Planning Worksheet

Date of Rally _____ Location of Rally _____

Wagon Master(s) _____

Site contact person _____ Phone # _____ Email _____

Facility amenities/special features _____

Rally theme _____ Rally cost/charge _____

Special activities/tours

Activity #1 _____ Person in charge _____

Where _____

When _____

Transportation, details _____

Activity #2 _____ Person in charge _____

Where _____

When _____

Transportation, details _____

Workshop/seminar _____ Presenter _____

Meal Planning (theme, potluck type, ethnic food, restaurant, etc.)

Dinner #1 _____ Person in charge _____

Location _____

Breakfast #1 _____ Person in charge _____

Location _____

Dinner #2 _____ Person in charge _____

Location _____

Breakfast #2 _____ Person in charge _____

Location _____

Dinner #3 _____ Person in charge _____

Location _____

___ Rally schedule

___ Rally announcement for distribution

___ Rally registration process

___ Rally expense/budget worksheet