



HOST GROUP HANDBOOK

Responsibilities Checklists

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HOST GROUP RESPONSIBILITIES

As the Hosting Group you are the clubs ambassadors – your main responsibility is to make all those that arrive feel welcomed, glad to be there and want to return again and again. The definition of “Host” is one who receives or entertains guests.

Before coming to the next campout, it will be up to the Hosting Group to re-stock necessary Host Tent table supplies, clean and ready the Cash Box and any other needed items. Please look at contents of the folder for the campout you will host that is located in the Host Tent Box. In this folder is an Index of forms, bulletins etc. that may be needed. There are also extra forms filed alphabetically within the Host Tent Box. Please contact the Secretary if you have a question or need more supplies.

The Host Tent should be staffed from 8:00am to 4:00pm. Each day, it is up to the Hosting Groups’ discretion as to when to close the tent. On occasion greeters can be dismissed and the tent closed early due to weather or lack of incoming traffic.

Be aware of the weather conditions and be prepared to act “quickly” if the wind and/or rain become a problem. The Host Tent may need to be more rigorously secured or as a last resort taken down and stored in a dry place.

MOST IMPORTANT: On Saturday it will be at the Hosting Groups discretion as to what time to disassemble the Host Tent. **Insure that the next months Hosting Group is notified of the determined time and arrives to assist in taking down the Tent and putting away all supplies.** This important move is to acquaint the next Hosting Group on how and what is required. The next Hosting Group will then transport all items and bring to the following caravan.

IMPORTANT: Saturday morning - make sure the Check-in Roster, additional Check-in forms and Change of Information slips are given to the Treasurer before departure. These will be kept on record. Leave the tabbed Dividers, the Club Roster and Group Roster on the Host Tent Clipboard for use at the next campout.

The PA system is an expensive piece of equipment. It must be protected from hot, dusty, and/or wet environments. When not in use it should be stored in a protected location, preferably inside a tow vehicle and covered with a protective towel. Instructions for use are included in the PA case.

QUESTIONS Please e-mail the Chairman at lzdclub@gmail.com, or telephone the Chairman (phone number is listed in the club roster. Thank you.

GUIDELINE FOR HOSTING FIRST TIMERS

PURPOSE: The reason for hosting First Timers is to ensure they have an enjoyable time at their first caravan and to encourage them to return. Additional reasons for hosting include recruiting new members for your group and fostering fellowship.

HOSTING: Hosting First Timers is done by the Host Group of the current campout

- 1) It is essential that at least one member of the group be in camp at all times to receive First Timers as they arrive.
- 2) If your group has activities planned that are off site, remember to invite the First Timers to join you, but not make them feel obligated to take part.
- 3) Remember, even though you have planned off site activities, it is necessary that someone from your group will remain in camp to welcome additional First Timers.
- 4) The Host Group is asked to set aside a minimum of three (3) parking sites in their group area using the orange cones (located in Box 3).
- 5) It is important that First Timers be accepted into your group like guests and an invitation is extended to participate in all of your caravan activities.
- 6) Inform First Timers that they are under no obligation to join your group, but extend an open invitation to camp with your group at the next caravan, if they so choose.

NOTE: You will be the First Timers first impression of what the Lazy Daze Caravan Club is all about. It is your responsibility to make sure that you are there to help out if needed; to answer their questions, to inform them of the clubs activities and to introduce them to other Lazy Dazers, to help make this occasion an enjoyable one, but most important, to make them feel welcome and part of the Lazy Daze family.

Remember. We Were all First Timers once!

NOTICE TO GROUP REPRESENTATIVES

- Designate one member to be in charge of the Host Tent Operation. This person should be familiar with the operation of the host tent, oversee and be available to answer questions or if they do not know the answer, contact the Assistant Chairman or the Treasurer, depending on the nature of the question.
- Place the "Host Tent Registration Instructions" and "Host Tent Greeter Instructions" in plain view on the host tent table for people not familiar with working the host tent and for experienced workers to read as a refresher.
- Make sure there are substitute Registration Slips, Refund forms, etc. in clear view on the table. Make sure Registration slips and monies are delivered to the Treasurer each evening before 6:00 PM.
- The Financial Statement from the previous caravan will be e-mailed to the group contact and must be posted on the bulletin board when you host the caravan.

HOST GROUP CHECKLIST

- 1. Contact the Chairman seven days prior to the caravan to see if there is any new or changed information regarding the venue, Gate Code, location of Host Tent, number of available sites, etc.
- 2. Purchase Door Prizes, Wedding Anniversary Gifts & Birthday Gifts. Refer to the “Door Prize, Anniversary & Birthday Gift” Guide located in the venue folder for your caravan in the Host Tent Box. Submit receipts to the Treasurer for reimbursement.
- 3. Purchase snacks for the Host Tent. Submit receipts to the Treasurer for reimbursement. **NOT REIMBURSED:** Host Tent decorations and treats or goodies given to guests, unless approved by the Chairman.
- 4. Prior to the next campout, it is recommended:
 - Review forms and documents in the Host Tent Admin Box located in the Venue Pendaflex folder created for your campout.
 - Table supplies - clean and ready the Cash Box and any other needed items. Contact the Secretary if you need supplies and forms.
- 5. **Tuesday** – Refer to the campground Gridmap for location of the Host Tent.
 - For daily operation, it is necessary that all members of the “Hosting Group” park their rigs as near to the Host Tent as possible. **The Hosting Group has priority preference over parking location.** This may displace some groups’ usual location for that outing. If a problem should arise the issue will be enforced/resolved by the Chairman and/or Vice Chairman.
- 6. **Tuesday** – Set-up the Host Tent as described in the Host Tent Setup for Wednesday’s arrivals.
- 7. **Tuesday** - Set aside three (3) parking sites within your group area for First Timers by using the orange cones. Refer to “Guidelines For Hosting First Timers”.
- 8. **Tuesday** – Set aside two (2) parking sites for handicapped members.
- 9. **Tuesday** – Set out Lazy Daze Directional Signs (4 – 5 as needed)
- 10. **Tuesday** – Paper clip a two-part Door Prize ticket (Green) to “**The Activity Schedule**” – Do not detach the second ticket until “**The Activity Schedule**” is handed out. After distributing, crimp the second ticket and place in the ticket container. Give Birthday (Blue ticket) & Anniversary Tickets (Pink ticket) for month of the caravan, except months when there is no caravan, then hand out tickets for two months:

June - June and July
September - August and September
November - November and December

- 11. **Keep track (write down) Early Arrivals.**
- 12. **Tuesday** – Setup CB
- 13. **Tuesday** – Setup Bulletin Board
- 14. **Tuesday** – Put out Host Tent Table supplies
- 15. **Tuesday** - Check-in and collect fees from any Early Arrivals by late Tuesday afternoon.
- 16. **Thursday, Friday, Saturday** - Draw from the Ticket Container the appropriate number of Door Prize tickets plus one ticket for Pot of Gold prior to Morning Announcements.
- 17. **Daily** - Morning Announcements. Refer to the “CB-Morning Announcements Guide”.
 - Call winning Door Prize Tickets. Place a check mark “P” on the back of the ticket after it is claimed and return it to the ticket container to be eligible for the Free Camping Drawing held at the General Meeting.
 - Announce any changes in the Activity schedule.
 - Remind late arrivals and Host Tent winners to come to Host Tent to check-in or collect winnings before shift change.
- 18. **Daily** - Insure that the Host Tent Greeters shifts are filled. If not, call on the CB for volunteers.
- 19. **Daily** - Make sure each shift of Host Tent Greeters are not experiencing problems and answer questions.
- 20. **Daily - 1st Timer Arrivals**, Blow the Air Horn to announce 1st Timer arrival (make sure those close by are prepared for the loud noise). A member of the Host Group will present the 1st Timer with a “1st Timer’s Badge and escort them to a designated 1st Timer site.
- 21. **Daily** – Opening Time – Between 7:30 – 8:00 A.M.
- 22. **Daily** - Closing Time – collect and bundle the day’s receipts and deliver to the Treasurer as described in the Host Tent Procedures and secure the Host Tent.
- 23. **Saturday** – Return forms and supplies to **assigned containers according to the List of Contents placed inside of each lid**. The incoming Host Group will thank you for making their job easier when they set up.
- 24. **E-mail or give the list of Host Tent Volunteers to Dave Hurley**, Editor of the Caravaner for publication.
- 25. **Give “Who Has What Forms”** to the next Host Group Contact to complete when loading supplies into transfer vehicles. The Host Contact will retain the completed form so he/she will know Who Has What.

- 26. **Write article** about your groups experience and e-mail it to Dave Hurley, Editor of the Caravaner, for publication. It is Not Mandatory to write an article, although members will enjoy reading your story. Have Fun!

HOST TENT SETUP

At least two people are needed to open and put the tent in place, four helpers are ideal.

- 1. Remove carrying bag, proceed to open the tent with each person taking hold of the crossbars on all four sides. **DO NOT HOLD ONTO THE LEGS AS FINGERS WILL GET PINCHED!**
- 2. While holding the two crossbars, each person lifts up while stepping back slowly pulling the tent open.
- 3. Lock in each leg at the first hole of the bottom section of the leg.
- 4. When pushing up on the upper corner brackets, in order to stabilize, it helps to step on the small foot at the base of the leg until the top locks in place. This takes some muscles and strong fingers! **DO NOT JAM OR USE ANY TOOL!**
- 5. Extend simultaneously all four legs to the desired height by locking in the push-buttons. **AGAIN, WATCH YOUR FINGERS!**
- 6. Place the leg with the two (2) vertical pre-drilled holes for the CB antenna at a back corner.
- 7. After the tent is in place, remove from blue vinyl bag four (4) long nail-spikes and drive one (1) through the hole of each tent leg foot.
- 8. Out at a 45-degree angle, approximately two feet (2') from each leg drive a tent stake into the ground at an angle.
- 9. Using the tie-down ropes (cords with red handles) hook to the top corners of the tent frame to the tent stake on all four corners. Place a small orange cone over each tent corner stakes for safety. Return the tie-down ropes to their zip-lock bags; this keeps them from getting tangled.
- 10. Unfold the table, lock-in leg brackets and put in place. You can then use the table to assemble Bulletin Boards and CB.

CB SETUP

- 1. Attach CB antenna bracket with wing-nuts in the pre-drilled holes marked **CB** at the upper rear tent leg.
- 2. Place the CB unit on the same corner of the table inline with the antenna.
- 3. Connect the antenna wire to the CB.
- 4. Run the CB antenna wire through the protective coil at ground level. This wire **MUST** be protected from crushing chair legs, shoes, etc.
- 5. Strap the “power strip” to the table leg using the Velcro strips. Wrap any other loose wires with the power strip to prevent accidents.
- 6. Using an extension cord, plug in the power strip to the closest electrical outlet. Connect the CB AC cord to the power strip.
- 7. Connect the microphone to the CB and turn on to get a radio-check for volume and squelch levels.

BULLETIN BOARDS

- 1. Assemble the Bulletin Boards by attaching the legs to the corresponding numbers found on each leg and bulletin board frame.
Note: The numbers are very small – 1st board #1, 2, 3, 4 – 2nd board #5, 6, 7, 8. If only using one board, the 1st board (1-4) has the needed pencil holder for sign-up items.

**VERY IMPORTANT: THE NUMBERS MUST MATCH.
THEY CAN NOT BE INTERCHANGED**

YOU MUST LINE-UP THE SMALL STAMPED NUMBERS ON THE LEGS AND FRAME.

The machined groove found on each leg is clearance for the bottom of the bulletin board holder and that groove must be facing to the front of the frame.

- 2. Place each bulletin board at the front leg angled stake and secure with a bungee cord hooked to the top inside of the bulletin board to the angled stake.
- 3. Post all necessary information on the Bulletin Boards using the **supplied** push pins only. PLEASE DO NOT DAMAGE THE CORK BOARD.

HOST TENT TABLE SUPPLIES

- 1. **Cash Box to Include the Following:**
 - \$30 seed money & rock weights
 - Check-in slip clip
 - Camping Cost Schedule in lid
 - Pot-of-Gold winner vouchers
- 2. Restock paper clips, rubber bands, post-a-notes
- 3. The Check-in Roster, 1st Timer/Not on List, Host Tent Winners form, Club Roster and Group Rosters are placed on the Host Tent clip board.
- 4. Spring-clip, extra Registration slips for Check-In, Refund, Add Extra Day, Electric and Change of Information forms.
- 5. Two wooden pencils w/erasers, two ball point pens and scissors
- 6. Green ticket stub container.
- 7. Group location board with map attached and red pen to mark their locations.
- 8. Birthday (blue tickets) and Anniversary (pink tickets) boxes each with 20 loose tickets and at least 25 bundled as extras. Tickets are not torn in half until distributed.
- 9. First-Timer's badges and air horn.
- 10. **Activity Schedule** paper clipped with Door Prize tickets.
- 11. Nice but not necessary:
Table cloth, small trash box, Kleenex, snacks for the volunteers, string of lights for security.

HOST TENT TABLE DIAGRAM



DAILY OPENING OF HOST TENT

- 1. Remove blue tarp, Bulletin Boards, Information Envelopes, and Caravaner Box from the table.
- 2. Secure Bulletin Board(s) to front angled stakes with the bungee cords.
- 3. Place Cash Box, Check-In Clip Board, Green Ticker Container, Birthday & Anniversary Boxes, etc. on the table.
- 4. Turn on the CB, checking if it's lit, and on Channel 30.
- 5. Draw from the Ticket Container the appropriate number for that day Door Prize tickets.
- 6. Prepare list of morning announcements.

DAILY CLOSING OF HOST TENT

- 1. Remove from the cash box all monies and checks leaving \$30 seed money. Check under the cash tray to insure there are no large bills or checks that were mistakenly placed there.
- 2. Verify rig count on the "Check-In Slips with the numbers of highlighted names on the Check-In Roster, make any necessary corrections. Record the next sequential number to be used for the following day on the First-Rig-In card attached to the Registration clip.
- 3. Paying Guests are counted in the Rig count and they receive a Caravaner, green Door prize ticket, and Birthday/Anniversary tickets.
- 4. Bundle the Cash and Checks with a rubber band along with the day's Check-In Slips; include any Changes of Information forms, Refund, or Add slips.
- 5. Make arrangements to deliver the bundle to Treasurer **by 6:00 PM.**
- 6. Take in the Cash Box, Host Tent Clip board, Green Ticket container, Birthday & Anniversary ticket boxes, and the LD Caravan Sticker box.
- 7. Make sure that the CB is **turned off.**
- 8. Stack Bulletin Boards on the Host Tent table – make sure the one with the pen attached is on the top.
- 9. Place Information Hand-Out Envelopes on Host Tent table.
- 10. Please cover the Host Tent table with one of the blue side-tarps. Securely clip with the large orange handled clips. The tarp will prevent items from night dampness, and the resultant destruction.