

## HOSTING GROUPS 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 here and want to return again and again. The definition of “Host” is one who receives or entertains guests. Some other requirements that should be taken into consideration in order to be successful in hosting are listed below:

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. 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 by the Chairman and/or Vice Chairman.
  3. Arrive at the venue on Tuesday to set-up the Host Tent as described in the Host Tent Procedures in order to be ready for Wednesday’s arrivals.
  4. Tuesday – Set out the Lazy Daze directional signs (4 – 5 as needed)
  5. Tuesday – Paper clip a two-part Door Prize ticket to each Caravaner – Do not detach the second ticket until the Caravaner is handed out. This is best done prior to any arrivals.
  6. Be prepared to check-in and collect fees from any Early Arrivals by late Tuesday afternoon.
  7. \* Each morning draw from the Ticket Container the appropriate number of Door Prize tickets.
  8. \* Hold a brief Morning Announcement beginning on Thursday to call winning Door Prize Tickets and make any announcements of any changes in schedule. Remind late arrivals and Host Tent winners to come to Host Tent to check-in or collect winnings before shift change.
  9. Insure that each day the Host Tent Greeters shifts are filled. If not, call on the CB for volunteers.
  10. Make sure each shift of Host Tent Greeters isn’t experiencing any problems or questions that need to be quickly addressed.
  11. When a 1<sup>st</sup> Timer arrives, the air horn is blown to notify their arrival (make sure those around are prepared for the load noise), a member from the Hosting Group then arrives and presents the 1<sup>st</sup> Timer’s envelope with 1<sup>st</sup> Timers name badges included; introduce them to the 1<sup>st</sup> Timer Host that has arrived to direct them to that groups location. ***It has been suggested that the Hosting Group also Host 1<sup>st</sup> Timers; this would eliminate the need to recruit 1stTimer Host, members of the Hosting Group are assured of being in camp, and would bring the 1<sup>st</sup> Timers into the action.***
  12. At closing time – collect and bundle the day’s receipts and deliver to the Treasurer as described in the Host Tent Procedures
  13. Secure the Host Tent for the night as described in the Host Tent Procedures.
  14. **Host Group Contact person** – Write an article about your groups experience and e-mail it to Dave Hurley, editor of the Caravaner, for publication. Not Mandatory, but members would enjoy reading your comments. Have Fun!
  15. Send names of Host Tent volunteers to Dave Hurley.
- \* These items could be eliminated if membership agrees.

## VERY IMPORTANT

## PLEASE READ

1. Each Hosting Group is to designate a member to receive the box of Caravaners shipped from the printer, via UPS, prior to the caravan. That member is to insure their arrival by Tuesday. It is important to notify the Editor of the recipient so the correct address can be supplied to the printer.
2. 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. Contact the Secretary to see if any notices/poster are to be placed on the Bulletin Boards.
3. The Host Tent should be staffed from 8:00am to 5:00pm. Each day, it is up to the Hosting Groups' discretion as to when to close the tent. On occasion greeter could be dismissed and the tent closed early due to weather or lack of incoming traffic.
4. 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.
5. **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.  
**Note:** A good time for the dismantling is right after the General Meeting. This should take no longer than 30 minutes.
6. **IMPORTANT:** Saturday afternoon make sure the Check-in Roster, all Host Tent check-in forms and any change of Information slips are given to the Treasure before departure. These as kept on record.
7. At Live Oak Camp and Indian Hill Ranch only two (2) rigs are allowed in on Tuesday. Groups will have to decide which two will be able to arrive early to set-up the necessary items.
8. 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.

# SET-UP PROCEDURES

## TENT

1. At least two people are needed to open and put the tent in place, four helpers are ideal.
2. Remove carrying bag and then 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!**
3. While holding the two crossbars, each person lifts up while stepping back slowly pulling the tent open.
4. Lock in each leg at the first hole of the bottom section of the leg.
5. 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!**
6. Extend simultaneously all four legs to the desired height by locking in the push-buttons.  
**AGAIN, WATCH YOUR FINGERS!**
7. Place the leg with the two (2) vertical pre-drilled holes for the CB antenna at a back corner.
8. 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.
9. Out at a 45-degree angle, approximately two feet (2') from each leg drive a tent stake into the ground at an angle.
10. 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 back corner stakes for safety. When dismantling the tent, return the tie-down ropes to their zip-lock bags; this keeps them from getting tangled.
11. Unfold the table, lock-in leg brackets and put in place. Use to assemble Bulletin Boards and CB.

## **CB**

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. Only at Hurkey Creek Leave a small amount of slack in the cord so the CB may be moved on the table if needed.
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 – 1<sup>st</sup> board #1, 2, 3, 4 – 2<sup>nd</sup> board #5, 6, 7, 8.

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

**You must line-up the small stamped numbers on the legs and frame on order for them to be assembled.**

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.

## **HOST TENT TABLE SUPPLIES**

1. Cash box to include the following:
  - \$30 seed money & rock weights
  - Rig count start card w/check-in slip clip
  - Camping Cost Schedule in lid
  - Restocked for each caravan: paper clips, rubber bands, post-a-notes
  - Pot-of-Gold winner vouchers
2. The Check-in Roster, Early Out, 1<sup>st</sup> Timer/Not on List and Host Tent Winners form and Host Tent Rosters are placed on the clip board. Make page tags for easy locating of the pages. You will need four (4) different colors of hi-lighter pens, one for each day. Wednesday's color is used for weary arrival. (Sunday – Tuesday)
3. Spring-clips of extra slips for Check-In, Refund, Add Extra Day, Electric and Change of Information forms.
4. Two wooden pencils w/erasers, two ball point pens and scissors
5. Green ticket stub container.
6. Group location board with map attached and red pen to mark their locations.
7. \* Birthday (pink tickets) and Anniversary (blue tickets) boxes each with 20 loose tickets and at least 25 bundled as extras. Tickets are not torn in half until distributed.
8. Box of Lazy Daze Stickers – these are given on a requested on;y basis; one per caravan.
9. First-Timer's greeting envelopes and air horn.
10. Box of Caravaners paper clipped with Door Prize tickets (Best if placed on a small table along the back of the tent).
11. Nice but not necessary:
  - Table cloth, small trash box, Kleenex, snacks for the volunteers, string of lights for security.

\* These items could be eliminated if members agree.

## **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 not any 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. Then record the next sequential number to be used for the following day on the First-Rig-In card attached to the registration clip.
3. Verify that all Early-Outs have been listed on the Early-Out Form by comparing to the Check-In Roster.
4. Paying "guest" are not to be counted in the Rig count; they receive a Caravaners and Door Prize ticket.
5. 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.
6. Make arrangements to deliver bundle to Treasurer every evening.
7. Take in the Cash Box, Check-in Clip board, Green Ticket container, Birthday & Anniversary ticket boxes, LD Caravan Stick box and insure that the CB is turned off.
8. Make room to stack Bulletin Boards on the Host Tent table – make sure the one with the pen attached in on the top.
9. Place Information Hand-Out Envelopes on Host Tent table.
10. Place the Caravaner Box on the Host Tent table.
11. Cover table using one of the blue side-tarps and securely clip with the large orange handled clips.

## **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.

# ITEMS TO TRANSPORT

1. Tent 12" x 12" x 60"
2. Table Folded 3' x 3' Open 3' x 6'
3. Supply Box(s) to include side and table cover tarps, blue bag of stakes and tie-downs, electrical cords, large hammer, directional signs and wire holders, 10" x 12' x 9" wood CB Box, music stand base.
4. Small Hosting Group File Box with monthly caravan folders and supplies.
5. Brief Case with misc. supplies and necessary forms, etc.
6. Cash Box, Ticket Container, Music Stand
5. Supply Box for Rock Weights, Birthday & Anniversary Boxes, Roster Cash Box, Air Horn, etc.
6. \* Two Bulletin Boards – legs detached and secured at both ends with bungee cords
7. 4' CB Antenna &
8. PA system The PA system doesn't have to be there until Friday afternoon.  
**IT IS MOST IMPORTANT THAT IT BE KEPT OUT OF THE WEATHER AND HANDLED WITH CARE.**

\* Possible only one Bulletin Board would be necessary.