

Host Budgeting / Planning Helper Sheet

**Actuals, after
RSVPs
Returned**

Notes:		Description / Agenda	NON-OPTIONAL FEES				OPTIONAL FEES			Actual # of Rigs	Actual Park Non-Optional Fees
			Amount per Rig	Amount / person	Assume, 18 persons /10 rigs	Non-Optional Total Fee					
Avoid*	RV Sites, Wednesday*										
	RV Sites, Thursday*										
	RV Sites, Friday*										
	RV Sites, Saturday*										
	RV Sites, Other Days*										
Park	RV Park, Facilities										
	RV Park, Facilities					Amount / Person	# of Persons	Optional Fees	Actual # of Persons for Optional	Actual \$ for Optional	
	RV Park, Misc										
Thu	Dinner										
	Evening Misc.										
	Miscellaneous										
Fri	Breakfast										
	Morning Activity										
	Lunch										
	Afternoon Activity										
	Happy Hour, Misc.										
	Dinner										
	Evening Snacks, Miscellaneous										
Sat	Breakfast										
	Morning Activity										
	Lunch										
	Afternoon Activity										
	Dinner										
	Misc. Miscellaneous										
Sun	Breakfast										
	Miscellaneous										
#1. HOST BUDGET (Total/Person for 18 People, i.e. Non-Optional Fees)				18							
#2. PER PERSON RALLY FEE = (HOST BUDGET and Round Up) or (Use Your Judgement):				18							
#3. TOTAL OPTIONAL PARTICIPATION FEES (Remember put place on Rally Registration Form)											
FINAL HOST PLANNING RESULTS	#4. Planned Total HOST BUDGET for 18 People (i.e. #1) Non-Optional and Optionals	18									
	#5. Act. Tot. # of Persons x PER PERSON RALLY FEE (i.e. #2) Non-Operational & Optionals										
	#6. Actual Collected Less than HOST PLANNED BUDGE (i.e. #5-#4)										

* Host, It's preferred Rigs Make Reservations Directly with Park. Why? Reimbursement from RV parks are challenging for cancelations and no shows!

Adjustments / Comments based on Planned vs. Actuals:

Host Budgeting / Planning Helper Sheet										Actuals, after RSVPs Returned	
Notes: <i>Sample Rally in Script before Registration Form gets sent out by Newsletter Officer</i>		Description / Agenda	NON-OPTIONAL FEES				OPTIONAL FEES			Actual # of Rigs	Actual Park Non-Optional Fees
			Amount per Rig	Amount / person	Assume, 18 persons /10 rigs	Non-Optional Total Fee					
Avoid*	RV Sites, Wednesday*										
	RV Sites, Thursday*										
	RV Sites, Friday*										
	RV Sites, Saturday*										
	RV Sites, Other Days*										
Park	RV Park, Facilities	<i>Clubhouse Fee, \$50/night, Just Use Clubhouse for 1-night</i>		\$2.75	18	\$49.50	Amount / Person	# of Persons	Optional Fees	Actual # of Persons for Optional	Actual \$ for Optional
	RV Park, Facilities										
	RV Park, Misc										
Thu	Dinner	<i>Restaurant, Group Dinner, BYC</i>									
	Evening Misc.	<i>After Dinner Campfire @ Host Rig, BYCD</i>									
	Miscellaneous										
Fri	Breakfast	<i>Eggs, Bacon, Toast, K-Cups</i>		\$5.00	18	\$90.00					
	Morning Activity	<i>Trip to Historic Downtown, Carpool</i>									
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Games @ Host Rig, BYCD</i>									
	Happy Hour, Misc.	<i>Bring Snacks to Share, BYCD</i>									
	Dinner	<i>Roasted Chicken, Mashed, Green Beans, Rolls</i>		\$4.50	18	\$81.00					
	Evening Snacks, Miscellaneous	<i>Ice Cream Dessert Campfire @ Host Rig, BYCD</i>		\$1.00	18	\$18.00					
Sat	Breakfast	<i>Biscuits & Gravy, Eggs, Fruit, K-Cups</i>		\$4.00	18	\$72.00					
	Morning Activity	<i>Head to Museum, Carpool</i>					\$10.00	18	\$180.00		
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Relax on Your Own</i>									
	Dinner	<i>Pasta, Salad, Garlic Bread</i>		\$4.00	18	\$72.00					
	Misc.	<i>Bundt Cake Dessert</i>		\$1.50	18	\$27.00					
	Miscellaneous	<i>Games in Clubhouse, See Above for \$</i>									
Sun	Breakfast	<i>Yogurt, Fruit, Croissants, K-Cups</i>		\$5.00	18	\$90.00					
	Miscellaneous										
#1. HOST BUDGET (Total/Person for 18 People, i.e. Non-Optional Fees)				\$27.75	18	\$499.50					
#2. PER PERSON RALLY FEE = (HOST BUDGET and Round Up) or (Use Your Judgement):				\$28.00	18	\$504.00					
#3. TOTAL OPTIONAL PARTICIPATION FEES (Remember put place on Rally Registration Form)								\$180.00			
FINAL HOST PLANNING RESULTS	#4. Planned Total HOST BUDGET for 18 People (i.e. #1) Non-Optional and Optionals		18	\$499.50		\$180.00					
	#5. Act. Tot. # of Persons x PER PERSON RALLY FEE (i.e. #2) Non-Operational & Optionals										
	#6. Actual Collected Less than HOST PLANNED BUDGE (i.e. #5-#4)										

* Host, It's preferred Rigs Make Reservations Directly with Park. Why? Reimbursement from RV parks are challenging for cancelations and no shows!

Adjustments / Comments based on Planned vs. Actuals:

Host Budgeting / Planning Helper Sheet

**Actuals, after
RSVPs
Returned**

Notes: <i>Sample Rally in Script after RSVP with good participation</i>		Description / Agenda	NON-OPTIONAL FEES				OPTIONAL FEES			Actual # of Rigs	Actual Park Non-Optional Fees
			Amount per Rig	Amount / person	Assume, 18 persons /10 rigs	Non-Optional Total Fee					
Avoid*	RV Sites, Wednesday*										
	RV Sites, Thursday*										
	RV Sites, Friday*										
	RV Sites, Saturday*										
	RV Sites, Other Days*										
Park	RV Park, Facilities	<i>Clubhouse Fee, \$50/night, Just Use Clubhouse for 1-night</i>		\$2.75	18	\$49.50	Amount / Person	# of Persons	Optional Fees	Actual # of Persons for Optional	Actual \$ for Optional
	RV Park, Facilities										
	RV Park, Misc										
Thu	Dinner	<i>Resturaunt, Group Dinner, BYO</i>									
	Evening Misc.	<i>After Dinner Campfire @ Host Rig, BYOD</i>									
	Miscellaneous										
Fri	Breakfast	<i>Eggs, Bacon, Toast, K-Cups</i>		\$5.00	18	\$90.00					
	Morning Activity	<i>Trip to Historic Downtown, Carpool</i>									
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Games @ Host Rig, BYOD</i>									
	Happy Hour, Misc.	<i>Bring Snacks to Share, BYOD</i>									
	Dinner	<i>Roasted Chicken, Mashed, Green Beans, Rolls</i>		\$4.50	18	\$81.00					
	Evening Snacks, Miscellaneous	<i>Ice Cream Dessert Campfire @ Host Rig, BYOD</i>		\$1.00	18	\$18.00					
Sat	Breakfast	<i>Biscits & Gravy, Eggs, Fruit, K-Cups</i>		\$4.00	18	\$72.00					
	Morning Activity	<i>Head to Museum, Carpool</i>					\$10.00	18	\$180.00	9	\$90.00
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Relax on Your Own</i>									
	Dinner	<i>Pasta, Salad, Garlic Bread</i>		\$4.00	18	\$72.00					
	Misc.	<i>Bundt Cake Dessert</i>		\$1.50	18	\$27.00					
Sun	Miscellaneous	<i>Games in Clubhouse, See Above for \$</i>									
	Breakfast	<i>Yogurt, Fruit, Croissants, K-Cups</i>		\$5.00	18	\$90.00					
#1. HOST BUDGET (Total/Person for 18 People, i.e. Non-Optional Fees)				\$27.75	18	\$499.50					
#2. PER PERSON RALLY FEE = (HOST BUDGET and Round Up) or (Use Your Judgement):				\$28.00	18	\$504.00					
#3. TOTAL OPTIONAL PARTICIPATION FEES (Remember put place on Rally Registration Form)										\$180.00	\$90.00
FINAL HOST PLANNING RESULTS	#4. Planned Total HOST BUDGET for 18 People (i.e. #1) Non-Optional and Optionals		18	\$499.50		\$180.00					
	#5. Act. Tot. # of Persons x PER PERSON RALLY FEE (i.e. #2) Non-Operational & Optionals		16	\$448.00		\$90.00					
	#6. Actual Collected Less than HOST PLANNED BUDGE (i.e. #5-#4)		-2	(\$51.50)		(\$90.00)					

* Host, it's perferred Rigs Make Reservations Directly with Park. Why? Reimbursement from RV parks are challenging for cancelations and no shows!

Adjustments / Comments based on Planned vs. Actuals:

- 1) May need to make some food adjustments but we as hosts are good to go! 2) Contact museum to make sure new number of 9 is good for discounts.

Host Budgeting / Planning Helper Sheet										Actuals, after RSVPs Returned	
Notes: <i>Sample Rally in Script after RSVP with low participation</i>		Description / Agenda	NON-OPTIONAL FEES				OPTIONAL FEES			Actual # of Rigs	Actual Park Non-Optional Fees
			Amount per Rig	Amount / person	Assume, 18 persons /10 rigs	Non-Optional Total Fee					
Avoid*	RV Sites, Wednesday*										
	RV Sites, Thursday*										
	RV Sites, Friday*										
	RV Sites, Saturday*										
	RV Sites, Other Days*										
Park	RV Park, Facilities	<i>Clubhouse Fee, \$50/night, Just Use Clubhouse for 1-night</i>		\$2.75	18	\$49.50					
	RV Park, Facilities						Amount / Person	# of Persons	Optional Fees	Actual # of Persons for Optional	Actual \$ for Optional
	RV Park, Misc										
Thu	Dinner	<i>Resturaunt, Group Dinner, BYC</i>									
	Evening Misc.	<i>After Dinner Campfire @ Host Rig, BYCD</i>									
	Miscellaneous										
Fri	Breakfast	<i>Eggs, Bacon, Toast, K-Cups</i>		\$5.00	18	\$90.00					
	Morning Activity	<i>Trip to Historic Downtown, Carpool</i>									
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Games @ Host Rig, BYCD</i>									
	Happy Hour, Misc.	<i>Bring Snacks to Share, BYCD</i>									
	Dinner	<i>Roasted Chicken, Mashed, Green Beans, Rolls</i>		\$4.50	18	\$81.00					
	Evening Snacks, Miscellaneous	<i>Ice Cream Dessert Campfire @ Host Rig, BYCD</i>		\$1.00	18	\$18.00					
Sat	Breakfast	<i>Biscits & Gravy, Eggs, Fruit, K-Cups</i>		\$4.00	18	\$72.00					
	Morning Activity	<i>Head to Museum, Carpool</i>					\$10.00	18	\$180.00	4	\$40.00
	Lunch	<i>On Your Own</i>									
	Afternoon Activity	<i>Relax on Your Own</i>									
	Dinner	<i>Pasta, Salad, Garlic Bread</i>		\$4.00	18	\$72.00					
	Misc.	<i>Bundt Cake Dessert Games in Clubhouse, See Above for \$</i>		\$1.50	18	\$27.00					
Sun	Breakfast	<i>Yogurt, Fruit, Croissants, K-Cups</i>		\$5.00	18	\$90.00					
	Miscellaneous										
#1. HOST BUDGET (Total/Person for 18 People, i.e. Non-Optional Fees)				\$27.75	18	\$499.50					
#2. PER PERSON RALLY FEE = (HOST BUDGET and Round Up) or (Use Your Judgement):				\$28.00	18	\$504.00					
#3. TOTAL OPTIONAL PARTICIPATION FEES (Remember put place on Rally Registration Form)								\$180.00		\$40.00	
FINAL HOST PLANNING RESULTS	#4. Planned Total HOST BUDGET for 18 People (i.e. #1) Non-Optional and Optionals		18	\$499.50		\$180.00					
	#5. Act. Tot. # of Persons x PER PERSON RALLY FEE (i.e. #2) Non-Operational & Optionals		8	\$224.00		\$40.00					
	#6. Actual Collected Less than HOST PLANNED BUDGE (i.e. #5-#4)		-10	(\$275.50)		(\$140.00)					

* Host, it's perferred Rigs Make Reservations Directly with Park. Why? Reimbursement from RV parks are challenging for cancelations and no shows!

Adjustments / Comments based on Planned vs. Actuals:

1) Adjust food quantity, we should be fine. 2) Cancel Museum, needed at least 10 people for discounts, return \$ to folks who paid for museum. 3) No clubhouse, adjust agenda activities.