Foretravel Motorcade Club
Chapter Rally

Wagon Master Guide

8/16/2026

A simple guide to planning and hosting a fun chapter rally

Thank you for considering being a Wagon Master! The Wagon Master is a volunteer host who helps bring members together for a fun rally. You choose the destination, theme, activities and overall style of the rally. You do not have to do everything yourself—asking other members to help is encouraged and makes the experience more enjoyable.

Share the Fun – Consider a Co-Wagon Master

- You do not have to do it alone! Consider inviting another member to be your co-Wagon Master or rally partner. Planning a rally can be more enjoyable when two people share the ideas, planning and hosting.
- Divide the responsibilities in whatever way works best for you. One person might handle campground arrangements while the other plans activities, meals or entertainment. During the rally, you can share hosting duties and enjoy the event together.
- The goal is to have fun, make memories and enjoy the rally with your fellow members—not to take on all the work yourself.

Attendance & Setting Your Comfort Level

- Spring rallies typically bring about 30 or more coaches based on chapters size, while fall rallies generally have lower attendance.
- You do not have to plan for a specific number of coaches. You may set a limit based on what you feel comfortable hosting and what the campground can accommodate.
- If you prefer a smaller, more relaxed rally, that is perfectly fine. Choose a number that works for you, your co-Wagon Master, your volunteers and the activities you have planned.

Your Rally, Your Style

- Choose a destination, theme and activities that you enjoy and think our members will enjoy.
- A rally can be as active or as relaxed as you want. Build in plenty of time for visiting and free time.
- Activities may be optional so members can choose what they would like to do.
- The chapter officers and other members are available to help. Delegate tasks whenever possible.
- If something needs to change during the rally, you have the flexibility to adjust the plans.

Choosing Dates and a Location

- Check the chapter calendar and major Motorcade, FRVA (FMCA), Good Sam and local events for conflicts.
- Spring rallies are generally March–May and fall rallies September–November.
- Choose a campground that works well for the planned activities and is convenient for members.
- Full hookups and 50-amp service are preferred, although other options may work for the right location.
- If your rally is in another chapter's area, a courtesy call or email is recommended.

Campground and Reservations

- Visit the campground when possible so you can see the sites, meeting areas and amenities yourself.
- Ask about a group rate, meeting space, food-preparation areas, pet policies and deposits.
- Get the important arrangements in writing.
- Stay in touch with the campground as the rally approaches and confirm attendance and arrangements.

Rally Fees and Budget

- Decide what you want the rally fee to cover. Campground charges are normally paid directly by each attendee.
- Coordinate with the chapter treasurer regarding collection of rally fees and any campground deposit.
- Plan costs carefully and allow a reasonable cushion for price changes or unexpected expenses.
- Keep a simple record of money received and expenses and provide it to the treasurer after the rally.
- The current guide notes that past rally fees have generally been about $85–$225 per person, depending on what is included.
- Planning expenses are normally considered personal travel expenses and may not reimbursed by the chapter.

Planning the Rally

- Start with a simple preliminary itinerary showing the destination, dates, theme and major activities.
- As the rally gets closer, fill in the details and provide the final itinerary to attendees.
- Plan each day with a comfortable mix of group activities and free time.
- Meals can be provided by the chapter, catered, at a restaurant, or on your own.
- Consider accessibility and walking distance when selecting activities and venues.
- Spring and fall rallies normally include a business meeting and coach technical session.
- Welcome bags, local information and vendor offers are optional additions.

Publicity

- The chapter president/secretary and Club manager can help with member communications.
- Rally information should be submitted well in advance via the Foretravelmotorcadeclub.com website because of Motorcader Magazine publishing schedule.
- Use previous rally announcements as examples when preparing your information.

Local Vendors and Activities

- Local chambers of commerce, campgrounds and member recommendations can be helpful resources.
- Choose vendors and activities that fit your rally and budget.
- When possible, get pricing and commitments in writing.
- Confirm arrangements with vendors as the rally gets closer and let them know about any special needs.

During the Rally

- Arrive early enough to get settled and make sure everything is ready. Two days early is recommended when practical, but coordinate with your helpers.
- Ask members to help with parking, welcome bags, setup, meals, cleanup and other tasks.
- The Wagon Master is the host and main point of contact, but you do not need to handle every issue personally.
- Use chapter officers, your co-Wagon Master and volunteers to share responsibilities.
- Keep yourself available to handle unexpected issues and make adjustments when needed.
- After the rally, return shared chapter equipment and make sure the meeting area is left clean.

Most Important: Have Fun!

There is no single right way to host a rally. The goal is to create an enjoyable experience where members can travel, explore, relax and spend time together. Ask for help, keep the plans manageable, and make the rally your own. The chapter is here to support you.