

Get involved in CalARVC RV Park Days!!



Volunteer

Event Chair

- Act as lead coordinator for all volunteers for one RV Park Day
- Create a team of volunteers to manage the different components of an RV Park Day
- Work in conjunction with the designated on-site Park Host
- Attend the preceding RV Park Day and assist RV Park Day Chair to fulfill his/her responsibilities
- Attend the following RV Park Day to assist and provide guidance to that RV Park Day Chair and incoming chair
- Participate in planning conference calls scheduled throughout the year
- Along with the President, be the on-site go-to person for experts and speakers. Work with President & ED on MC duties

Firebug Team (1-3 people)	Fund Team (2-3 people)	On-site Team (3-6 people)
<ul style="list-style-type: none"> • Plan and coordinate the evening campfire • Select & purchase dessert items (you will be reimbursed) • Verify evening beverages with staff • Set up and inspect area for campfire on-site • Rally the attendees, move them to the campfire site. 	<ul style="list-style-type: none"> • Solicit door prize and silent auction donations through letters to members, articles in coffee talk, emails to vendors, etc. • Create list of donations for event and print donation cards in advance • Arrive afternoon/evening before for table set-up <p>Onsite:</p> <ul style="list-style-type: none"> • Accept donations, present ribbons, lay out items on tables, create remaining donation cards • Assign one person to hand out door prize tickets • Select items for silent auction, set in separate area with display signs and bid sheets • Make announcements to explain door prize drawing and encourage silent auction bids • Conduct a few drawings throughout the day to keep interest alive, and encourage silent auction bids • After dinner, conduct remaining drawings and auction 	<ul style="list-style-type: none"> • Arrive preceding afternoon • Help with on-site logistics, unpacking and set-up • Help stuff bags and preset tables • Arrive early on event day to assist with final set-up • Designate two members to assist with registration and one to manage signage • Help with pre-packing prep • Help with any post-event tear-down as needed

Be an Expert

Have you mastered a key point in RV park management? Are you really great at some task in your park? Are you able to discuss and talk about it for about 10-15 minutes? Do you think other park operators would like to hear about it? RV Park Days are all about sharing our expertise. We are looking for park operators to share what they are good at. Topics could include:

- Employee safety programs
- Employee rewards programs (on a budget)
- Social Media tips & tricks
- Daily, weekly or monthly task management for office, park, restrooms, buildings or landscapes
- Recreation programs
- Craft activities
- Park trailer housekeeping tips
- Managing web updates

Host an RV Park Day - Here's What We Need

- Club room that seats at least 80 or more people depending on location
- Table rounds of 10 with chairs (8 will do)
- Wall space for a projector image/ screen, table & extension cords for projector, sound system/mic for presenters a bonus but not required
- Kitchen preferred
- Discounted RV sites for attendees bringing their own rigs. If other lodging available on-site, discounted rates if possible
- Nearby motel/hotel that offers a balance of a good price, reputation and quality
- Small meeting room for board meeting that may be scheduled the day preceding or following the event

In addition to the above requirements, other considerations include ease of access to major freeways, number of RV parks in a two-to-three-hour radius and proximity to a major airport for vendor day events.

If selected to host an RV park day, here's what we'll need from you:

- Act as host for event – provide welcome presentation at beginning of event
- Provide on-site event day logistical assistance with placing signs, registration tables, caterer, audio visual equipment, room set-up, etc.
- Work with staff to coordinate any pre/post meetings scheduled in conjunction with the event
- Provide staff to conduct an on-site park tour for three to five different groups depending on number of attendees
- Recommend/coordinate on-site lodging and RV sites as well as off-site lodging options
- Work with staff to recommend/coordinate a catering company for coffee service, lunch and dinner within in budget guidelines
- Solicit local wineries/breweries to donate/discount beverages for the park tour, reception & dinner (sponsor designation provided)
- Work with Firebug to coordinate and organize evening campfire/event (weather & location dependent). For fire sensitive areas, CalARVC has a propane operated fire pit

As a thank-you for hosting an RV Park Day, here's what CalARVC will provide:

- Four complimentary RV Park Day registrations for staff
- Named host included in all brochures, on CalARVC.com and a variety of communication pieces
- CalARVC staff and board members' deepest appreciation

Tentative Agenda	
8:30	Registration & Breakfast
9:30	Welcome & Introductions
10:00	General Session(s)
Noon	Networking Lunch
1:30	Expert Roundtables
4:00	Park Tour
5:00	Reception
6:00	Table Talk Dinner & Campfire

To view photos of previous events, visit [CalARVC's Facebook page](#)