

Rally Requirements, Tasks, and Timeline

October 2022

The objective of a rally is to bring folks together, make new friends, build relationships, give newer members a sense of belonging (especially if they are not in a chapter), and create an overall “esprit-de-corps” for the TRA.

- 24 to 20 months before the rally:
 - Location- within approximately 100 miles or less of an open temple and with good areas for rides- *to be determined by the executive committee.*
 - Rally chairman/chairmen- *to be determined by the executive committee.* Chairman should be organized, a leader, and be able to delegate.
 - Date- mid to late June.

- 18 months:
 - Announcement of the proposed location and approximate date at the TRA Christmas party *by the executive committee.*

- 18 to 16 months:
 - Check temple closure dates.
 - Lodging- approximately 50 to 70 rooms.
 - Conference rooms large enough to seat approximately 100 to 125, theater style, with audio and possibly video capabilities; and dining facilities to seat the same number at tables of 7 to 10 per table.
 - Parking space for approximately 50 motorcycles and a few vehicles.
 - A price range approximately \$100/night.
 - Hopefully, the ability to negotiate the use of conference space and other amenities along with food/meals, including breakfasts.
 - *Get approval by the executive committee.*

- 12 months:
 - Confirm temple closure dates.
 - Secure lodging.
 - Determine budget.
 - Registration fee per person, with early registration discount and deadline, *to be determined by the executive committee.*

- 8 months:
 - Recruit volunteers for the rally committee.
 - Create the rally name.
 - Design the rally logo.
 - Get ideas from the committee and draft a rough design.

- Recruit a graphic artist/designer from the TRA members or get a referral for an artist to hire. Perhaps negotiate a discount. (The company that is used for the rally shirts usually has a designer to work with.)
 - Determine rally shirt options: sleeve length, color, men/women's/unisex, T-shirt, button down shirt, and/or golf shirt?
 - Advertise at the TRA Christmas Party.
- 6 months:
 - Organize the rally committee members. Assignment recommendations:
 - Committee secretary.
 - Communications.
 - Hotel/convention center accommodations- guest rooms, meeting rooms, parking, bike washing, audio/video equipment, snack room, etc.
 - Ride leaders and "tail gunners" including maps and photos.
 - Rally shirts for attendees and for committee members.
 - Catering.
 - Sunday meetings and activities.
 - Entertainment- arrangements need to be made ASAP. If they need to travel to the rally, a hotel room, dinner, and breakfast should be compensated.
 - Ice cream, snacks, water, drinks. Keep it simple.
 - Assign greeters and create a schedule for opening day of the rally.
 - Welcome packets, lanyards with printed daily schedule, TRA banners.
 - Advertising- website, emails, Facebook private group, chapter leaders.
 - Confirm arrangements with the hotel/convention center.
 - Create the shirt order form including order deadline to include in the registration.
 - Set up registration on the website, *by the executive committee*, to include the following:
 - Early registration discount and deadline.
 - Emergency contact info, other than spouse, for each person attending.
 - Any medical experience.
 - Shirt order form from the rally chairman.
 - Hotel reservation and contact information.
 - Plan rides.
 - Plan schedule of events. Recommendations:
 - Friday check-in.
 - Welcome- lanyards with name tags and schedules, maps/brochures of local area, shirts for those who ordered them.
 - Signup for rides- maps, miles, duration, lunch options, departure times and meeting places, ride leaders, etc.
 - Ice cream.
 - Saturday rides.
 - Brief evening meeting to report on rides, review the next day, have ice cream.

- Sunday services and dinner.
 - Determine location and sacrament meeting time. Will we meet with a local ward or have our own TRA sacrament meeting? (Must be in a dedicated chapel.) *If we have our own meeting, this must be coordinated with the executive committee.*
 - Contact the bishop of local ward to coordinate with the approximate number of attendees.
 - Where would we meet for the second hour?
 - Catered dinner.
 - Fireside that evening with guest speaker(s).
 - Rally chair would conduct.
 - Start with *TRA awards and "thank-you's" by the executive committee.*
 - Brief evening meeting to review the next day, have ice cream.
 - Monday rides.
 - Tuesday night catered dinner and "farewell".
 - Wednesday morning check-out.
- Plan meals: breakfast provided with the lodging, lunch by participants, dinner by participants or catered.
 - Order lanyards for names and printed schedules.
- 4 months to 1 month:
 - Confirm caterers for dinners.
 - Preview rides with descriptions and maps. Post on the website and TRA Facebook private group, and in the newsletter.
 - Post rally schedule with hotel information and shirt order form on the website and in the newsletter.
 - Arrange for TRA banners to be picked up from the executive committee.
 - Awards and "thank-you"s to be purchased by the *executive committee.*
 - 1 month to 1 week:
 - Print schedules and name tags for lanyards and assemble.
 - Assemble welcome packets.
 - Order ice cream.
 - Confirm rally committee assignments.

Comments and recommendations:

Ride the different routes as a committee to familiarize with the sights, gas stops, eateries, etc. Post on TRA Facebook group to build excitement and interest and website if possible. This also brings the committee together.

Rally chairmen should be able to see the big picture and be able to delegate.

Have well planned committee meetings that are focused and efficient. Use an agenda and stick to it. At the end of each meeting, determine the date, time and goals for the next meeting.

The committee should stay at the hotel if possible. Someone needs to be there to welcome late-comers; others need to oversee setting up for evening meetings or activities while others are on the rides; some need to be available to "troubleshoot".

When you have 110 people signed up for the rally, don't order 110 meals. Some won't come. Consider the extra meals, but reduce the commitment by some percentage, maybe 15%, but the rally location could alter the reduction percentage as well.

Don't over-program the evenings. Have brief meetings to report and plan and have ice cream. Don't have talent shows each night. Those extended evening meetings become tiring even given the best of intentions.

Know that unexpected things will occur. Know that accommodations will be needed to all schedules when those unexpected things occur.

Logistics for rolling rallies are more difficult. They were too long and hurried.

Potential TRA members could be invited to join and help with the rally. They may help build the hosting chapter.

The Sunday services and activities are a highlight for many attendees.