



CARAVAN COORDINATOR TASKS

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AT LEAST NINE MONTHS PRIOR TO THE FMCA CONVENTION

1. Determine when and where the FMCA convention is going to be held.
2. Work with the Chamber of Commerce, Visitors Centers, and use "Google Earth" to find a large parking area that could be used to stage our group, which could number from 15 to 75. Places used in the past have been Schools, Churches, Racetracks, Minor league baseball parking lots, Casinos, Auditorium parking lots, Truck stops (but only if they are willing to give us a dedicated area). (See Appendix A for list of prior caravan sites.)
3. Try to get areas that will let you park there free. Although in the past we have had to pay a minor fee (\$5.00) per coach in a few places. The Club Treasurer was presented with the bill and he took care of it.
4. Contact the FMCA Caravan Coordinator to arrange an entry date and time. Once done, then you can finalize a time with the people that are in charge of the gathering site you located. This may take some back and forth with owners of the property and then back to FMCA to finally agree on the specific location and time.
5. Try to get a date and time on Saturday. This makes it a little easier to find a meeting place. Try to schedule entry time into the FMCA around Noon or a little after. This gives members time to get from where ever they are parked the night before to the meeting area.
6. After all the arrangements have been made, the time had been confirmed with FMCA, then it is time to write up the instructions for our members on when, where and how to gather. This information, once completed, must be sent to our Newsletter Editor and our Web Master for publication and distribution. (See Appendix B for a sample Newsletter/Website Posting.)
7. There is one exception to the normal process of finding an off site meeting place. In Pomona it is very difficult to find a gathering site. In that case we negotiate with FMCA to allow us to gather in an area within the final parking area entered thru Gate 23. Over nighters stay in the FMCA holding area and then come over to gate 23 the next morning.
8. Once the information has been sent off to the Web Master and Newsletter Editor you should follow up to ensure no errors were introduced in the process.

PRIOR TO GOING TO THE RALLY SITE

1. Four to six weeks before the caravan you will receive a package from FMCA that has a form for the Caravan Leader to fill out and return to FMCA. Included in the package will be orange placards to be placed in the front window of each coach in the caravan. In the package will also be the instructions the caravans have to follow into the convention site. The FMCA Caravan Coordinator will help you fill out this form. Just ask for their help. The filled out form must be mailed back to FMCA.
2. THE CARAVAN LEADER MUST HAVE A CELL PHONE.
3. Label each orange caravan placard with the FCOC name on top and then sequentially number the placards. It is not necessary to fill in the total number of coaches field. We never know the total until we are ready to leave for the convention site and even then we do not go back and fill in that field. By using these placards we identify the coaches as part of the FCOC caravan and it provides an easy way for us to determine how many coaches we have in the caravan. Every coach must have their color placard they received from FMCA and the orange placard displayed in the windshield.

PREPARATIONS PRIOR TO CARAVAN DAY

1. Arrive at or near the parking area early, 1 to 2 days before the scheduled caravan date.
2. Determine the best way to get the caravan from the parking area to the start of the route that was provided by FMCA in the package with the orange placards.
3. Drive the route and become familiar with the route and look for any potential areas that could cause a problem bringing in a large number of coaches. Have a plan for any problem area. Time the route remembering that when you will be leading the coaches and you will be going only 20 to 25 MPH.
4. Find the Will Call area and be prepared to give directions to those who need to pick up their FMCA packets. No one can enter the convention without an FMCA window sign. Some will ask why the date/time on their FMCA entry sign does not match our entry time. That is NOT a problem and it is because FMCA does not know which caravan and time of the caravan for each individual coach. They just give out a generic sign.

5. Contact the local police to see if and how they plan to help you get the caravan into the FMCA convention site. Give them the information on where you are planning to meet and the time you expect to leave the parking area and head for the convention site together with the expected number of coaches. Each place is different. Some give lots of help and others none.
6. Create a map for the directions from the FCOC parking area to the FMCA convention site. This map does not have to be really fancy and should be handed out at the FCOC caravan parking site during the pre-caravan meeting. This will help anyone who may become lost during the caravan to find their way and will make people feel more comfortable about their planned route.
7. Create a handout with general information about the caravan and the caravan rules. The FMCA Caravan Coordinator will provide you with a generic page. You will need to adjust the route and times for your particular caravan. This information will be formed by experience from previous caravan leaders and some will come from information that FMCA provides in the package sent out to the Caravan Leader. This information can be on the back of the page with the map you will create for the route from the parking area to the convention site.

ON SITE ACTIVITIES FOR CARAVAN DAY

1. Arrive at the caravan site early, hopefully prior to the arrival of any coaches. They usually start coming in around 8:00 AM. If coaches get there before you, they may be parked in the wrong way and then they will have to move. They get upset some times.
2. Put out our FCOC signs to help people get to our parking place. Directions will have already been distributed on the FCOC web site and are included in the FCOC Newsletter. Make sure the placement of the signs reflect those directions.
3. Pick a separate place to park people going into the electric area so they will be the last coaches in the caravan. Make sure you have a parking plan (unique for each caravan) that ensures that everyone is able to get their cars out if they need to and that emergency vehicles could get to each coach if necessary. (THIS IS VERY IMPORTANT FOR SAFETY REASONS.) Have a plan that puts everyone's coach in a position that will allow them to leave the parking area with the least inconvenience.
4. If we have people with trailers they also can go in with us but they would go on the ends of either the dry camping and or electric sections of the caravan.

5. Most convention sites will have electrical hook ups for those that want to pay the extra amount. We can have those coaches caravan in with us but FMCA wants them at the end of our caravan. When our caravan reaches the FMCA convention site the FMCA parking people will ask how many coaches you have for dry camping, electric and towing trailers. When the electric group comes by them they will strip off the electric coaches and lead them to their parking area.
6. As people arrive at the gathering site, try to find a tail gunner that can be in contact with you during the caravan to the convention site. They should be the last coach in the caravan. If you have coaches going to the electric area then it would be the last one of them. They need to have a cell phone so you can stay in contact with them. The tail gunners job is to let you know when they have left the parking area and to ensure that you are not going too fast. If they are having a hard time keeping up then the leader needs to slow down. They would also need to gather information on anyone who may have strayed from the caravan or broken down so later we might be of assistance to them.
7. As people come in hand them an orange placard, a copy of the caravan rules and the map page you made up earlier. Ask them if they need to go to the Will Call area and give them directions to it. Ask them if they are going to electric or dry camping and direct them to one of your two separate holding areas.
8. Hold a meeting 45 minutes prior to leaving the parking place. Go over the caravan rules, briefly describe the route, answer any questions people might have and hand out Freightliner flags to all those who need them. If some already have good ones then ask them to wait to see if all those who don't have any get their flag. Flags are usually brought to the caravan site by the FCOC President or Senior Vice President. If for some reason you don't get them it's not an earth shattering event. They are nice but not mandatory!!
9. Just before leaving and after you feel that there are no more coming to join the caravan you will need to call the FMCA office on site with the count for the caravan. They want total number of coaches, number of dry camping, number of those going to electric and also if any of those are towing trailers. Car dollies are not considered trailers unless the person feels he cannot store the tow dolly right behind or beside their coach after being parked. Coaches with trailers need to be placed at the end of their group (dry or electric).
10. Try to stick to the schedule outlined out by the Caravan Coordinator. Leave the parking area promptly at the predetermined time.
11. As soon as you get parked try to get with the ORANGE hat parking guys and request 4 spaces for the Freightliner tent site. You may experience some slight resistance but in the end they normally will give it to us. Go with them so you will know where they will let you put up the tent. The FCOC club President or Senior Vice President should be told of this location since you may not be around when

the tent is erected. IF THE FMCA CONVENTION PARKING AREA IS GOING TO BE BLACKTOP, THEN WE WILL NOT BE PUTTING UP THE TENT BUT EXTRA SPACES WILL STILL BE NEEDED FOR A MEETING PLACE.

12. After everything settles down go back to the parking area and pick up signs, trash, etc., anything we may have left.

FMCA Convention	Caravan Meeting Place
Perry, GA	Perry High School - Perry, GA
Pomona, CA	Fairplex, Pomona, CA -- We met in one corner of the large final parking area - then moved to our final parking spot at our assigned time.
Albuquerque, NM	Santa Ana Star Casino - Bernalillo, NM
New Brunswick, MA	Walmart Parking lot
Redmond, OR	Redmond High School - Redmond, OR
Hutchison, KS	Used a nearby Truck stop
Minot, ND	Minot Municipal Auditorium - Minot, ND
Charlotte, SC	Kannapolis Intimidators Baseball Club - Kannapolis, SC
St. Paul, MN	Mystic Lake Casino Parking Lot, Prior Lake - MN
Buffalo, NY	Used a nearby Truck stop
Bowling Green, OH	Bowling Green High School, OH. - July - 2009

Caravan to the 2008 Summer FMCA Convention in St. Paul

Charlie & Ruth Hoffstatter Caravan Organizers

Phone # 512-567-1499 or 888-218-0008

E-Mail crvacc@yahoo.com

On Saturday, July 12th, 2008, we will be assembling at the parking lot of the Mystic Lake Casino in Prior Lake, MN. for our caravan into the St. Paul FMCA Convention. We have use of an area in the Casino Parking lot until 12:30 PM. Overnight parking will be permitted on the night of the 11th. This will be dry camping and NO levelers. Our entry time slot into the FMCA Convention is 2:00 PM. If you will be coming in on the 12th arrive at the parking lot by at least 11:00 AM so we can hand out the necessary materials. If you need to pick up FMCA entry credentials from the FMCA Will Call area, you will need to do that before coming to the Casino. Since it is about 34 miles from the casino to the FMCA rally site I would recommend that you go to the Will Call area the day before or really early on Saturday morning. Coaches that do not have their FMCA credentials at the time we leave the parking lot will not be able to go with us. Sorry FMCA rules. At 11:30 we will have a short meeting to go over entry and caravan details. We will be leaving the Casino grounds around 12:30 PM for our journey into the FMCA Convention parking area.

The Casino has five restaurants and I am told that the food is great.

We will use CB channel 7 to communicate during the caravan.

We need a volunteer to be tail gunner with a cell phone. If you would like to do that please contact Charlie Hoffstatter on or before we meet on the 12th.

The Mystic Lake Casino address is 2400 Mystic Lake Blvd, Prior Lake MN 55372

The phone number is 1 (800) 262-7799

The directions to the Mystic Lake Casino are as follows:

I-35W from the North:

Take I-35W South to County Rd. 42. be in the right lane (Exit 1). Turn right, follow County Road 42 West approximately 9.3 miles to County. Road. 83. Turn left at County Road 83. Go South approximately 2.6 miles to County. Road. 82 (154 Street) where you will turn right, then a 1/2 mile turn right on Mystic Lake Boulevard and head North into the complex.

I-35 from the South:

Take the I-35 E right lane (Exit 88A) then quickly after that onto the right lane (Exit 88B) to County Road 42. Turn left and then take County Road 42 West approximately 9.5 miles to County Road 83. Turn left at County Road 83. Go South, approximately 2.6 miles to County Road 82 (154 Street) Turn right, then drive 1/2 mile and turn right on Mystic Lake Boulevard and head North into the complex.

I-35 E from the North East:

Take the I-35 E (Exit 88B) to County Road. 42. Turn right and then take County Road 42 West approximately 9.4 miles to County Road 83. Turn left at County Road 83 and go South approximately 2.6 miles to County Road 82 (154 Street). Turn right for 1/2 mile and turn right on Mystic Lake Boulevard and head North into the complex.

The Casino complex is approximately 15 miles from the Interstate.

FCOC will have signs up directing you to the correct parking lot once you get down to County Road 82.

We will be looking for you there!!!

CONTACT US IF YOU WILL BE GOING @ 512-567-1499 OR TOLL FREE 888-218-0008 OR AT OUR E-MAIL ADDRESS crvacc@yahoo.com. WE ESPECIALLY NEED TO KNOW IF YOU ARE PLANNING TO STAY OVER NIGHT ON THE 11th.

NOTE:

When registering for the FMCA Convention make sure you register for General Parking Area. This will allow you to run your generator from 7:00 AM till 11:00 PM.