

RV PARKING CHAIR

Responsible for the identification of on/off-site RV parking options and communication of information to Specialty attendees. May oversee the management of RV reservations, plan the lot layout, schedule personnel and oversee all aspects of the RV parking area during the week of the Specialty.

Qualifications

- Good space planning and organizational skills.
- Familiar with RV parking requirements at dog shows (Previous experience organizing RVs at dogs shows highly recommended by not required).
- Ability to apply the following basic management skills: making decisions, being resourceful and solving problems quickly and efficiently, dealing with people effectively.

Time Commitment

This is at least a one-year assignment, with busy periods occurring at the beginning preparing the Application Form; and from about one month out finalizing layouts, confirming reservations to first arrivals until the last RV has departed and clean-up accomplished.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance and RV Parking, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Work with Show Chairs and Grounds Chair to develop the budget and pricing.

At Least 14 Months before the Specialty

- Review hotel/site contract with Show Chair to determine on-site RV parking capabilities and rules. If not allowed on-site, identify off-site options.
- If allowed on-site and managed by the Show Committee, work with Grounds Chairs to determine conservative number of spaces and develop tentative layout.
- Solicit bids for peripheral services/amenities to determine daily rate and develop budget. Advise Grounds Chair forecasted income and expenses for amenities and other equipment (i.e. cones, caution tape, marking materials, "Fire Lane - No Parking" and other signage materials, etc.).
- Prepare RV Application and submit to the Specialty Website Chair at least one month before preceding Specialty.
- Prepare copies of application and arrange to have them distributed to interested parties at the preceding Specialty.
- Plan on attending current specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.

At Least Six Months out

- Secure reservations for portable restrooms, trash containers and/or sewer dumping if offered.
- Submit information to the Planning Booklet, Website and Premium List Chairs by prescribed deadlines.
- Manage on-site RV reservations per hotel/site contract or rules set forth in application.

- **Payments should be forwarded to the Specialty Treasurer within 10 days of receipt on the Cash/Check Submittal Form.** (See Chapter 6 Attachment A-3.)

At Least Three Months out

- Begin recruiting one or two experienced volunteers to manage RV parking operations.

At Least One Month out

- Confirm all reservations have paid in full.
- Assign RV spaces and prepare detailed site map.
- Create/purchase signage and authorized budgeted equipment.
- Confirm volunteers.

No Later than Two Weeks Out

- Send Confirmation letter and permits (if used), rig numbers and site map.

Week of the Specialty

- Clearly mark spaces with site management approved material in advance of arrivals and post adequate signage.
- Deploy staff and manage arrivals.
- Supervise area to ensure all rules of RV/overnight parking are adhered to, reporting any violators to the Show Chair.

Post-show

- Clean-up and secure RV parking area and conduct verification walk-thru with Grounds Chair.

Within Two Weeks of the Specialty

- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Number of RVs
2. Price Charged per Night