

Dear Rally Officer

Thank you for offering to run a rally for the Cheshire Centre. Enclosed is the information you will require before and after the event, including the Notes for Rally Officers, which should be read carefully.

If you are running a special rally e.g. Holiday / Christmas /New Year, and are charging a deposit which is non- returnable, then this must be specified on your booking form.

The following forms are included, with this letter, in this pack:

- Forms to acknowledge bookings from First Ralliers, if you require any more please contact me.
- A note from the treasurer
- Accounts Form (available in electronic version)
- Cheque Remittance forms, to enable you to bank money received for your rally. Please complete details of each cheque received for your rally and send the form(s) and listed cheques to the Treasurer at convenient intervals.
- Blank receipts for your use if required
- Tow-off indemnity form

Plaques for your rally must be ordered through the Plaque Officer at least 17 days before the rally commences. It is advisable to order only the number to match the current bookings received.

Please notify the Rally Secretary as soon as your rally becomes full in order that the information can be passed to the Chairman at rallies and posted onto the center website.

A place should be saved for the Centre Chairman, irrespective of whether a committee member has booked on the rally or not, until the Centre Chairman has advised you, as a Rally Officer, of the name of the person who will be chairing your rally.

Your rally accounts should be completed as soon as possible after the rally, and returned to the Centre Treasurer within 14 days after the completion of your event. If you are having any problems, or would like any advice, in relation to your rally finances please contact the Centre treasurer.

Should you require any assistance before, or after your event, please do not hesitate to contact me and I will be pleased to help in any way I can. May I wish you a successful rally.

Hon. Rally Secretary