

## Site Information Worksheet

Initial contact with a potential Rally site:

Tell the park you are contacting them on behalf of the Oregon RVing Women Group.  
Obtain the following:

- a. Name, address, phone #, website of the park
- b. Name and phone # of Individual that can answer questions regarding availability of sites, clubhouse facilities, costs and other questions.

Questions:

1. ORVW is looking for 20-25 sites to be held for our group. Between March and October what months can you accommodate this? Are all sites full hookup with electricity (30 & 50 amp), water, sewer, cable, & Wi-Fi? If not, obtain details regarding what site facilities are available. Do you have shower and toilet facilities available? Are tent sites or cabins available?
2. Do you have a clubhouse that can accommodate approximately 35-40 people? Would we have exclusive use during our stay? Will there be a cost or deposit required? If there is a deposit required, is it refundable? How much is it? \_\_\_\_\_ Does the clubhouse have any of the following:  
  
Electricity\_\_\_\_\_ Refrigerator\_\_\_\_\_ Microwave\_\_\_\_\_ Stove\_\_\_\_\_ TV\_\_\_\_\_ Heater/AC\_\_\_\_\_ Tables\_\_\_\_\_ Chairs\_\_\_\_\_ Restroom\_\_\_\_\_ Other\_\_\_\_\_
3. What is the park rate per site and do you offer a group discount? Do you honor clubs discounts such as Good Sam, AARP, AAA, etc.? Do you accept credit cards, cash or checks for payment upon arrival?
4. Do you prefer individual members make reservations directly to you? Yes\_\_\_\_\_ No\_\_\_\_\_ Do you require a deposit? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes how much? \$ \_\_\_\_\_ How far in advance must reservations to be made?
5. What is your cancellation policy?
6. Do you have pet restrictions?

**Obtain a park brochure and communicate information to Site Committee Chair**