WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Audio/Visual-Main Stage** COMMITTEE #: **100**
RESPONSIBLE TO: President AREA: I
EFFECTIVE DATE: November 2018

RESPONSIBILITY:
Provide video projection and sound hook-up for videos and PowerPoint presentations in the main auditorium. Manage requests for audio/visual support, Wi-Fi and audio streaming for main auditorium at the International Rally.

COORDINATE WITH:
Rally Manager, Master of Ceremonies, main assembly area Sound Contractor, Delegates Meeting Supervisor, Stage Manager, Presentations Coordinator, Corporate Manager and International Recording Secretary.

SPACE ARRANGEMENT:
At the side of the stage, two long tables for equipment, two small tables for projectors and 2 chairs.
Locked closet for storing equipment overnight in or near the main auditorium.

EQUIPMENT NEEDED:
Streaming equipment, Wi-Fi hotspot, Video screens, projection splitters, projectors and laptop for video projections, connectors and adaptors for laptops and projectors.

SUPPLIES NEEDED:
Duct tape (to hold down walked-over cables)
AA and AAA batteries for microphones and remotes

COMMITTEE REPORTS:
Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURE:

1. Recruit sufficient committee members to staff the audio-visual equipment in the main auditorium for presentations during the day and nightly programs.
2. Obtain hotspot, projection screens, projectors and laptop from Corporate Manager.
3. Assemble and set up projection equipment and screens in main auditorium.
4. Set up streaming laptop with software and hot spot.
5. Train committee members on operation of equipment.
6. Test all systems before needed. Do not allow anyone to tamper or touch controls or system. Allow only assigned personnel to operate equipment.
7. Coordinate with Stage Manager on supplying sufficient power strips on the stage for IBT members during meetings.
8. Requisition all required supplies and services through your Executive Committee coordinator with enough lead time for purchase and/or delivery.
9. Rally Manager provides current program of events and informs Chair of any changes as they occur.
10. Coordinate all audio needs with outside sound contractor for activities in main assembly area.
11. A representative of this committee attends and provides services for IBT meetings, Delegates meeting, and all presentations conducted on the main stage.

12. All presenters will be requested to provide their presentations on a thumb drive, CD or address for streaming so that they can be done on the club laptop (MacBook).
13. No outside laptops, notebooks or tablets will be used for presentations. All presenters must arrive at least half an hour before presentation for set up.