

**DWALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.  
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME: **Audio/Visual - Presentations**      COMMITTEE #: **101**  
RESPONSIBLE TO: President      AREA: I  
EFFECTIVE DATE: March 2018

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**RESPONSIBILITY:**

Determine what AV equipment the club owns, what the venue can provide, and whether there is an AV Tech available from the venue. Schedule PA Systems, Projectors and Screens as needed to support Presentation and Roundtable presenters. If additional equipment is needed, work with Rally Manager to secure rentals locally.

**COORDINATE WITH:**

Rally Manager, Presentations Coordinator, Tables and Chairs Chair, Local Sound System Managers for Main Stage

**SPACE ARRANGEMENT:**

LOCKED storage area for loaned equipment

**EQUIPMENT NEEDED:**

Projectors, Screens, and Portable PA Systems or Seminar Rooms Equipped with such systems.

**SUPPLIES NEEDED:**

Batteries for wireless Microphones

**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 PROCEDURES:**

1. Manage sound systems and projectors as requested by presenters at the International Rally, including presentations on the Main Stage.
2. Recruit enough committee members to provide coverage for all presentations and roundtables scheduled each day. Have a person "on call" for problem solving for presenters. Facilitators should have the AV "On Call" cell phone number.
3. Train Committee members on all projectors and microphones.
4. Schedule a "Device Check" before the rally begins and require all presenters who will be using AV to attend to be sure they have the correct HDMI connector from their device to the club's projectors. Presentation coordinator should attend. All presenters' devices must have an HDMI connection, either built-in or adaptor.
5. Receive and secure loaned PA Systems from Individuals or Regions.
6. If needed, assist with set up of large projectors and screens in Main Stage Area (need 2-3 people).
7. Set up club owned projection screens in seminar rooms.
8. Set up the 5 club projectors for the venues each day and take them down each night for security purposes.
9. Through Presentations Coordinator, receive requests from presenters of seminars for sound and projection equipment. All presenters and round tables will require microphones. Roundtables need cordless microphones to pass around, if available.
10. Provide support for seminars given by vendors. Determine if club is expected to supply AV equipment for vendors.
11. When the Rally is over, return all loaned equipment to owners.