

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

COMMITTEE NAME: **Entertainment** COMMITTEE #: **125**
RESPONSIBLE TO: International President AREA: I
EFFECTIVE DATE: September 2018

RESPONSIBILITY:

Coordinates all Professional Entertainment planned for the International Rally. Discusses with the President the type of entertainment desired, the number of nights of entertainment and the entertainment budget. Selects appropriate entertainment and presents the proposed acts to the President. Insures that proper housing arrangements have been made and the transportation arranged. Insures that the stage is available to the Entertainers and/or set up personnel as required for any arrangements as well as any rehearsal or sound checks, etc., as may be specified in their contract documents.

COORDINATE WITH:

International President, Rally Manager, Stage Manager, Audio-Visual Main Stage Chair, Master of Ceremony, Treasurer, Security, Key Chairman; serve as liaison between rally Committee and other Rally personnel, Professional Entertainers and/or their agents/managers and technicians, Facility personnel.

EQUIPMENT NEEDED:

Keys to dressing rooms.

SUPPLIES NEEDED:

Copies of contracts, proposed accommodation reservations and water for entertainers.

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. Discuss with President the type of entertainment, number of acts and budget for entertainment.
2. Vet possible entertainers for rally by reviewing videos, attending events where they are performing, or getting referrals from fans.
3. Contact entertainers concerning availability, costs, and requirements for performance.
4. Provide consultation if requested on sound requirements for the outside sound contractor.
5. Present recommendations to President for final selection of entertainment for the rally.
6. Get final contracts signed and returned to Corporate Headquarters. This Chairman should be furnished legible copies of all contracts of the entertainers upon completion of execution and prior to Chairman's arrival at the rally site. This is needed for the Chairman to make necessary contact with the entertainers or their agents to obtain promotional material and/or introductory information as well as any other special needs.
7. If retainer is needed, work with Corporate Manager to get payment made. Ascertain the performance location's tax requirements (state of rally site). The Chairman needs to be made aware if WBCCI has to pay taxes in addition to the performer's honorarium or if it is included in the contracted cost and the performer pays it.
8. Follow up with each entertainer to confirm dates and times of arrival and needs for sound checks.
9. Coordinate with Rally Manager on space for Green Room for entertainers.
10. Be on hand to greet the entertainers when they arrive and provide for their comfort and needs.
11. Honorarium, or balance of the same, as received from Controller is to be given to agent/manager or performers or as specified in contract documents.
12. Avoid conflicts with other groups or personnel where overlapping requirements indicate a need for the same facilities.