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

COMMITTEE NAME:	**Flag Ceremony**	COMMITTEE #:	**130**
RESPONSIBLE TO:	International President	AREA:	I
EFFECTIVE DATE:	September 2019		

RESPONSIBILITIES:
Coordinate all activities pertaining to the flags and their protocol including the Flag Ceremonies for the Opening and Closing Programs.

COORDINATE WITH:
Credentials, Tables and Chairs, Computer Services, Stage Manager, Opening Ceremonies, Parade, Band, and International President (for his recommendations and desires).

SPACE ARRANGEMENT:
Uses Arena Area for Flag Practice.

EQUIPMENT NEEDED:
Two parade overhead flags, one American, one Canadian. Two additional flags - one American, one Canadian. Unit Flags and flag holders as brought by Unit Presidents.

SUPPLIES NEEDED:
Rigging for overhead national flags.
National and Region flags from Property.
Flag stands for Unit flags from Carpenter Shop.

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. Flags are picked up at Property Logistics at beginning of Rally; flags are folded and packed for storage, properly identified, and returned at end of rally.
2. Check flag stands for needed maintenance: paint, repair, refill with sand, etc.
3. Check with the Band Chair for appropriate music for the raising and lowering of flags. Opening Day, Flag Ceremony: Check and coordinate with the Opening and Closing Ceremonies Chair who will have the Opening Ceremony and fit the Flag Ceremonies into his program.
4. See that all flag stands are in place for Opening Ceremony. After Closing Ceremony, flags are to be removed, dismantled, packed for storage, marked with identification and returned to Property Logistics.
5. It may be necessary to supplement the stands. If so, the arrangements must be made through property for material as needed. Carpenter Shop will erect the stands required.
6. Contact any service group taking part in the Flag Ceremony.
7. Arrange for a rehearsal prior to the event. Special "cue sheets" will be provided by Opening and Closing Ceremonies Chair for this activity and should be followed unless specific changes are necessary to meet existing conditions.
8. Set up a meeting at the Rally to instruct Unit Presidents on procedure and attire.
9. Bring only the flag staff to the rehearsal, which is held preferably on the day prior to Opening Day.
10. Flag Lowering Ceremony: Coordinate closely with the Band Chair and Opening and Closing Ceremonies Chair who will have the responsibility for the Closing Ceremonies and fit the flag ceremonies into this program.
11. Parade: Coordinate closely with the Parade Chair on use of the national flags in the parade.