

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

COMMITTEE NAME:	Luncheons & Dinners	COMMITTEE #:	140
RESPONSIBLE TO:	President	AREA:	I
EFFECTIVE DATE:	September 2018		

RESPONSIBILITY:

To assist President and/or President's partner with planning and supervising the following luncheons/dinners at the International Rally: President's Reception and/or Dinner, Service Appreciation Dinner, Committee Chairs Appreciation Luncheon, and Region Officer and Partner Training lunch.

COORDINATE WITH:

International President and/or President's partner, Rally Manager, Table-Decorations, Finance, Tables and Chairs, Master of Ceremonies, Audio-Visual, Presentations and Place Cards Chairs.

SPACE ARRANGEMENT:

Dining areas for the meals are considered and booked for the average number attending in former years.

EQUIPMENT NEEDED:

SUPPLIES NEEDED:

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. Headquarters will send invitations for President's Reception and/or Dinner, Service Appreciation Dinner, and Committee Chairs Appreciation Luncheon. President's Reception is hard copy; other two are emailed.
2. Headquarters or President will provide a list of invitees for each of these three events.
3. Receive RSVPs for Service Appreciation and Chairs Luncheon.
4. Headquarters will receive payment and RSVPs for President's Reception and forward RSVPs to you.
5. Check with Club office to determine the number of Region officers and partners attending the rally. Assume all will attend training and lunch following. Give final count to caterer.
6. Track number attending and special dietary requests for each event.
7. After cut-off date for RSVPs, contact caterer(s) and let them know final numbers.
8. Get copies of contracts with caterers from President or partner.
9. At the rally, make appointment with caterer where events are scheduled.
10. Discuss menu in detail – make changes if needed. Have cost of meal, any extras including tax and gratuity.
11. For dinners, if cocktails are to be available, discuss cost of bartender, or if guests pay for own drinks (cash bar). Also, find out if drinks are to be provided by a separate vendor.
12. If microphone and podium are needed – arrange with Event location personnel or, if event is at rally site, discuss with Audio-Visual, Presentations Chair.
13. Discuss with the President if the MC is to participate in the introductions.
14. At Chairs Appreciation Luncheon, the President or Corporate Manager brings the awards to the luncheon site. Place them on a draped 8' table immediately in front of the dais tables where the International Officers sit together (16). The President or MC conducts the giving of the award from a list provided by Computer Services.

15. At the Service Appreciation Dinner, track who is present and received their gift. This is necessary for the office to use in determining who will be mailed gifts after the rally.
16. Doors are kept closed until the appointed time and we try to open on time if the waitresses have salads, ice water preset and all tables are ready. We get to know and work with the head waitress and are responsible for a correct count of plates served (if there is a difference in the number, get the head waitress or even the chef to come into the dining room after guests have left and together count the unused places at the tables.
17. Pick up the bill for each function immediately after it or the next morning at whatever office specified. Make out the proper requisition; take it to the finance office for payment. Deliver the check if necessary.
18. If an event is held off site, there may be center pieces on the tables that may be given away by some method of drawing.
19. Any excess is given to the President's partner to be used as gifts.