WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Master of Ceremonies**	COMMITTEE #:	**163**
RESPONSIBLE TO:	President	AREA:	**1**
EFFECTIVE DATE:	September 2018		

RESPONSIBILITY:
Function as the emcee for evening programs and for selected other functions as assigned, not including the installation of International Officers and presentational portions of the Band program.

COORDINATE WITH:
Rally Manager, President, Flags Chair, Opening Ceremony Chair, Parade Chair, Entertainment Chair, Rally Secretarial Staff, Audio-Visual Main Stage and Presentations, and Stage Manager.

SPACE ARRANGEMENT:
None

EQUIPMENT NEEDED:
Good sound system with “HOT” cordless microphone. “White Box” for announcements depository.

SUPPLIES NEEDED:
Personal computer/printer.

COMMITTEE REPORTS:
Rally Committee final report to be submitted to Copy Center on or before the next to last day of rally.

GENERAL OPERATING PROCEDURES:

1. Prepare a script for each evening in close coordination with the President including the following:
    a. announcements
    b. introductions of entertainers and
    c. other matters as required.
2. Review program script at least one day in advance to International President.
3. Act as Master of Ceremonies at the following events:
    a. Opening Ceremony
    b. Service Appreciation Dinner
    c. Committee Chairmen Appreciation Luncheon
    d. International Officer Installation Ceremony
    e. Parade
    f. Closing Ceremony
4. Review announcement requests:
    a. Review as needed with Rally Manager or President
    b. Adjust text as necessary for listener consumption.
5. Coordinate as required for each evening with the necessary Committee Chairs and Officers.
6. Arrive at stage area 30 minutes before each program is scheduled to start.