WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Morning Hospitality**	COMMITTEE #:	**146**
RESPONSIBLE TO:	President	AREA:	I
EFFECTIVE DATE:	May 2018		

RESPONSIBILITY:
Organize and coordinate coffee service and snacks for rally attendees in Vendor area from 9:00 a.m. until coffee pot is depleted. Provide one service of coffee – when it runs out we're done for that morning. Recruit assistants from any contacts and, if needed, with help from Rally Volunteer Coordinator. Help Refreshment Committee if you can. Manage the inventories so that waste is reduced.

COORDINATE WITH:
Rally Manager and Chairs of the following committees: Vendor, New Trailers Display, Refreshments, Tables and Chairs, and Property Logistics.

SPACE ARRANGEMENT:
Need 1-2 tables for setting up the coffee, condiments etc. in appropriate space in Vendor display area. Need access to power receptacles and water for making coffee.

EQUIPMENT AND SUPPLIES NEEDED:
- Tablecloths for 1-2 tables in rally colors
- For each morning of Vendor area – 2 large coffee pots, 1 60 cup decaf coffee pots.
- Napkins, cups, stir sticks, coffee (regular and decaf), sugar (in canisters), artificial sweetener, coffee creamer (half & half), pastries (if budgeted or donated), Ziploc bags for leftover pastries.
- POWER CORDS

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:
For the morning coffee service in Vendor area –

1. Check the facility early with Rally Manager or designee to:
   - determine location of tables,
   - verify enough power outlets are available so that not too much will be plugged into one outlet,
   - check for access to water for coffee.
2. Check with Finance to get approval for purchase of coffee, creamer, sweeteners, stir sticks, napkins, cups, pastries if approved, etc.
   - Check for cups, stir sticks, napkins, etc. left over from previous year;
   - Staples can be purchased ahead of time and, if applicable, purchase pastries just before use;
   - SAVE ALL RECEIPTS for reimbursement by Finance.
3. Arrange with Property Logistics to deliver coffee pots to the designated area to be used for the coffee service.
4. Appoint someone as coffee maker to make coffee early (or consider timers for automatic turn-on).

Brewing directions - from the Regal coffee pot:

# of 5 oz cups	8 oz cups ground coffee	Minutes to brew
12	¾ cups	17
24	1 ½	24
36	2 ¼	30
48	3	46
60	3 ¾	43
72	4 ¼	49
84	5 ¾	55
101	6 ¼	64

5. Assist the Refreshments Committee for International Board of Trustees (IBT) two meetings if you can.
6. When it is over, and if Refreshments Committee doesn't need it for Incoming IBT meeting, then
   - Pack up non-food items for re-use at IBT meeting(s) or next year's rally;
   - Crate the coffee pots (and non-food items if not needed) and return to Property Logistics;