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

COMMITTEE NAME:	**Opening Ceremony**	COMMITTEE #	**147**
RESPONSIBLE TO:	International President	AREA:	I
EFFECTIVE DATE:	September 2018		

RESPONSIBILITY:
Prepare detailed plan for the conduct of the Opening Ceremony for approval by the President. This plan will include but not be limited to the following: Opening Ceremony procedures; Master of Ceremony dialogue for the Opening Ceremony; line up of participants by title and position for entry to the stage; coordination of rally chairman involved in the ceremony; and providing copies of the procedures to all ceremony participants as early as possible prior to the ceremony.

COORDINATES WITH:
President, Master of Ceremonies, Stage Manager, Tables and Chairs, Audio-Visual Main Stage, Flag Chair, National Anthems' Vocalist(s), Band Chair, Rally Manager, Computer Services.

SPACE ARRANGEMENT:
Minimum stage area should be 40' x 60'. The Opening Orientation Area should be of sufficient size to place the chairs in the same manner and number as required on stage. Participants will then be seated the same in both places. Assure proper access for handicapped.

EQUIPMENT NEEDED:
2 Microphones
Approximately 50 chairs both on stage and in the orientation area
Podium

SUPPLIES NEEDED:
Obtain from the Rally Secretarial Staff:
1. The **gavel** to be placed in the podium for use by the President.
2. A sufficient number of **Blue Berets** (from the WBCI Club Store) are placed in the podium for use by the President.

Obtain from Computer Services the chair labels (2 sets).

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:
OPENING DAY ACTIVITIES:
1. Prepare procedures/script for approval by President and coordinate any special requirements requested by President.
2. Establish an Orientation Area in close proximity to the stage with the same seating arrangement as it will be on the stage.
3. Insure that instructions are given for the proper placement and/or relocation of the podium during the ceremony.
4. Assemble all WBCCI Club participants in this area no less than 1 hour and 15 minutes prior to the opening ceremony time.
5. Request guests to arrive not less than ½ hour before the scheduled start time. The Rally Manager or President should be contacted for a **list of guests** to be invited.
6. Instruct all participants as to their assigned seating location on the stage and ensure that they are lined up in proper order for arrival on stage when introduced by the Master of Ceremonies.

7. Excuse the Region Presidents and their spouses 30 minutes prior to the ceremony start time to join their unit flag bearers.
8. Insure key WBCCI member participants have been provided copies of the Opening Ceremony procedures twenty-four hours, or more, prior to the start of the ceremony.
9. Arrange for a sufficient number of chairs to be placed appropriately on the stage with Names on them.
10. Provide actual start of ceremony signal to Master of Ceremonies.
11. Arrange for a person to be at the bottom of each set of stairs to the stage to assist individuals going up, and off, the stage.
12. Coordinate with Flag Chairman for National Flag bearers, presentation of National and Unit Flags and display of Unit Flags. (Region Flags remain on stage.)

CHAIR LABELS:

International Officers (2 each)

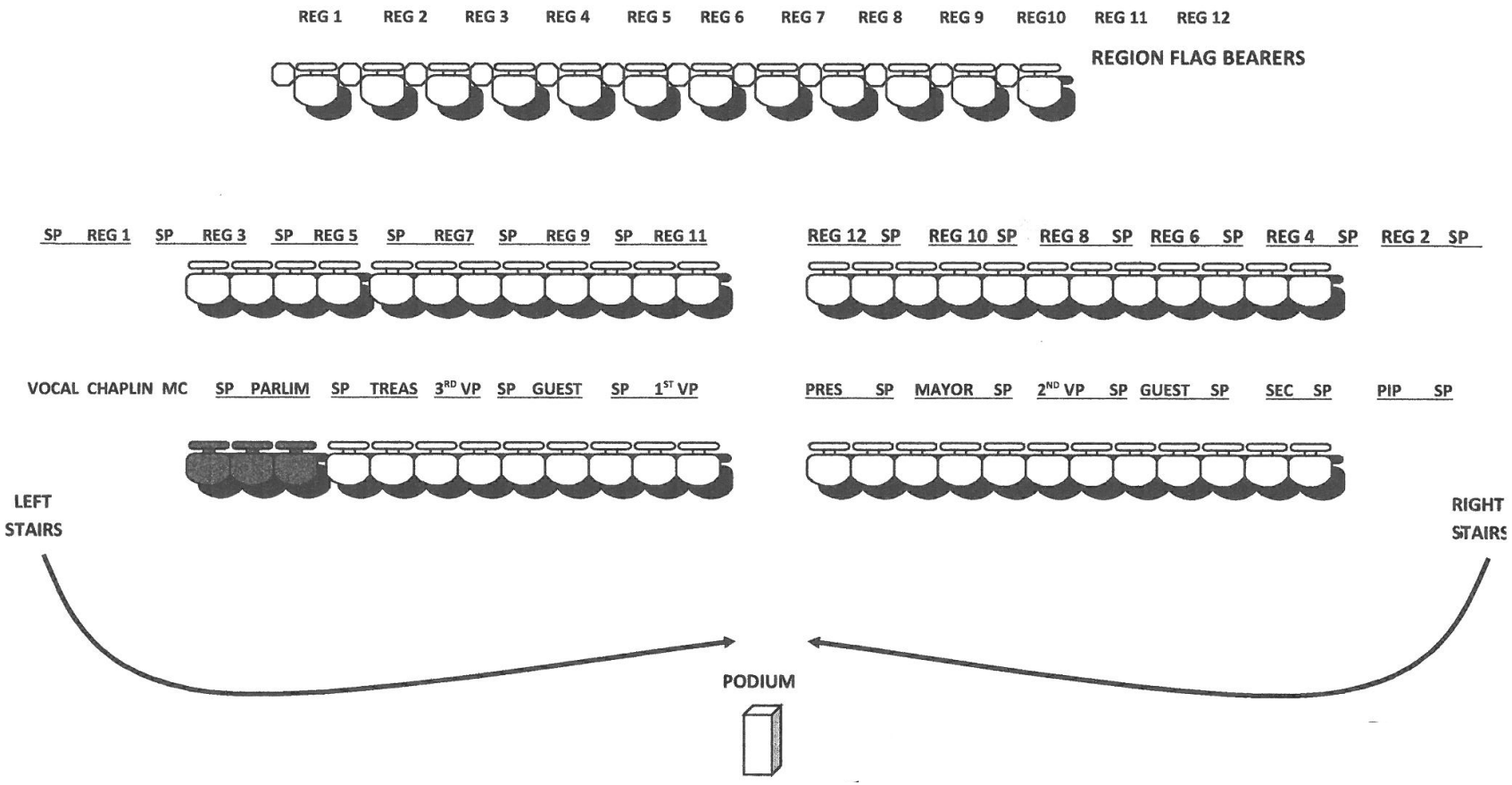
PRESIDENT	SECRETARY	TRUSTEE (Usually not needed)
1st VP	TREASURER	RELIGIOUS COORD
2nd VP	IMMED. PAST PRES	VOCALIST X 2
3rd VP	PARLIAMENTARIAN	MC

Region officers (2 Each)

REG 1	REG 4	REG 7	REG 10
REG 2	REG 5	REG 8	REG 11
REG 3	REG 6	REG 9	REG 12

Others

SPOUSE (60 Each)	GUEST (5)	CORPORATE MANAGER

OPENING CEREMONY 2011 SEATING CHART

(NOTE: SP = SPOUSE)