WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Program Editor**	COMMITTEE #: **160**
RESPONSIBLE TO:	President	AREA: I
EFFECTIVE DATE:	September 2019	

RESPONSIBILITY:
Prepare copy for the Rally Program including all rally activities, advertising, and general information concerning the rally. Select a vendor for printing the programs and coordinate getting the programs delivered to the rally site.

COORDINATE WITH:
International President, Rally Manager, Headquarters in Jackson Center, Entertainment, Vendor, Rally Arrival Team and Presentations Committee Chairs.

SPACE ARRANGEMENT:
None Needed

EQUIPMENT NEED:
Computer with Word, InDesign (or other publishing software) and Photoshop software

SUPPLIES NEEDED:
None 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. Take the tentative schedule prepared by the Rally Manager and format for printing. The schedule is managed in Excel and exported to a PDF format for printing. It will change many times before the final version for publication.
2. Get all presentation write-ups and speaker information from the Presentations Chair.
3. Get list of all meals from Rally Manager.
4. Get advertising copy from Headquarters or Rally Manager.
5. Get entertainers' bios and pictures from Entertainment Chair.
6. All other content such as cover, letter from President, letters from local representatives, etc. will be provided by the Rally Manager and/or Headquarters.
7. Contact area printers to get quotes for the number of programs needed based on registration numbers provided by Rally Manager.
8. Using publishing software, prepare an electronic copy of the program to be presented to the contracted printer for printing of the International Rally program.
9. Coordinate delivery of programs to rally site.
10. The bulk of the Program Editor's work is done throughout the year leading up to the rally.