

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

COMMITTEE NAME:	Band, Concert	COMMITTEE #:	200
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:

Form a band of volunteer musicians to provide material and concert music at the International Rally to increase attending members' enjoyment of the Rally.

COORDINATE WITH:

Stage Manager, Audio-Visual Main Stage, Table and Chairs, Master of Ceremonies, Opening and Closing, Rally Manager.

SPACE ARRANGEMENT:

- Practice room 40' x 80' or larger near performance area.
- Six tables (4'x8') in the rehearsal area for sorting and inventory of music; used by band members for assembling instruments and refreshments during rehearsal breaks.
- Sixty-five (65) chairs in rehearsal room. These chairs will be for concert band, dance band and choir.
- Performance needs: approximately 40-45 chairs will be needed at the opening ceremony, festival of music, and other performances.

EQUIPMENT NEEDED:

- Access to copier.
- Stage lighting for Concert Band: Bright white with few (if any) spots or colored overhead lights.
- Microphones for Concert Band: 4 to 6, plus 1 at lectern for the MC (stage left front). Other, solo mikes, in front of the band, to be determined by the band director.

SUPPLIES NEEDED:

Music, copies of parts as 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. Advertise in the BLUE BERET for band members.
2. Follow-up with letter explaining rehearsals, dates, clothing needs, etc.
3. Schedule rehearsals, concerts, dates and times; coordinate with Rally Manager.
4. Select music, determine needs for parts. Band Director has control of all copying and purchasing of music.
5. Schedule the band in the Parade if possible.
6. Consider other options for performances:
 - a. Band concerts in the park for the town's people.
 - b. Furnish background music for the fashion show, art exhibit and/or flower show with violins and/or accordions.

NOTE: Band Chairman requests parking on end of row to facilitate handling of larger instruments in and out as they are transported. Park band as close to work area as possible. The schedule and work load plus the amount of equipment handled on a daily basis makes this a necessity.

SCHEDULE:

1. Parking date for Band Chair – earliest possible date; parking date for entire band personnel (15 - 25 trailers) on following day. After parking:
 - a. Access and unload cargo.
 - b. Assemble and prepare equipment.
 - c. Reorganize music folders.
 - d. Attain additional equipment from local sources.
 - e. Finish folders for first rehearsal.
 - f. Orientation meeting of all members of the Band.
2. Rehearsal Schedule:
 - a. Daily from 8 a.m. – 2:45 p.m.
 - b. The bands need as many days of rehearsal as possible to prepare for four performances. We will rehearse M-Sat, no Sun.) plus the dress rehearsal.
 - c. Concert Band rehearsal in the morning.
 - d. Dance Band rehearsals in the afternoon. There will be a dance band in Virginia.
3. Additional rehearsals for the performances:
 - a. Afternoon rehearsal for Concert Band in performance facility for opening ceremonies (60 minutes prior to announcements will work).
 - b. Dress rehearsal/sound check on Performance Stage for Festival of Music. Can be the afternoon before the concert OR the morning of the concert.
4. Set up stage and lighting. It is imperative for sound and light technicians to be scheduled to be at the dress rehearsal, preferably 15 minutes prior to the scheduled rehearsal.
5. **Opening Ceremonies/ Parade of Flags** - Band will perform
 - a. music prior to the Opening Ceremonies
 - b. accompaniment for the singing of Canadian and US National Anthems
 - c. marching music for the Parade of Flags
 - d. post-ceremony music
6. **Festival of Music**
 - a. Duration of 45 minutes - one hour
 - b. Band will perform. Possibly the dance band will perform on this program. Choir may or may not perform. (They do have very little rehearsal time and the church services to prepare and may not choose to be on the Festival of Music.) If the choir is on the program, we will try to program a piece for band and choir together.
7. **Installation of Officers** - Band will provide
 1. Music prior to the installation.
 2. Marching music for the officers.
 3. Recessional music.
8. **Parade**
 - a. Band to be seated
 - b. Positioned along the parade route within 100 yards from reviewing stand.
 - c. Band will play music prior to the parade and will provide background music for all units in the parade
 - d. Ask Parade Chair to provide the band with the parade order of the units and ask units to request special music prior to the rally so the band can prepare appropriately.

FACILITIES - Rehearsal Venue

1. Provide a rehearsal area on the rally site in the same area as the performance if possible with 6 large tables for librarians to sort music and prepare band folders for each band member for each rehearsal.
2. Rehearsal hall needs to be 50' by 45' with a high acoustical ceiling. Hopefully this will be at the rally site. Note *This does not include rehearsal area for the dance band or choir. The dance band will need an additional 30' by 30' area for rehearsal.
3. If possible have a rehearsal area with a door, so we can rehearse without bothering other occupants of the building, and visa-versa
4. Easy Outside Access- For cargo transport and daily carrying of instruments.
5. Parking-Easy walking- Close to rehearsal and performance area to accommodate our elderly and/or handicapped members who carry instruments.

6. Request that the entire band be parked in the closest area to the performance venue.
7. Secure Lockable Storage:
 - a. At the rehearsal area
 - b. At the performance area
8. Stage – After the backdrop is set up, the stage needs to be at least 32 feet deep.

SPECIAL REQUESTS

1. Work with Rally Manager to insure all band rehearsals are in the rally program.
2. If at all possible, schedule band rehearsals at the rally site. If we must rehearse off-site, double-check with local people to ensure that director and early-early workers have access from early to very late to work on preparation of folders and preparation of rehearsal area.
3. Make sure Sound, Stage and Audio/Visual Main Stage Chairs have Festival of Music Dress Rehearsal on their schedule of events. Also, schedule the dress rehearsal for early in the morning if scheduled on the day of the concert. (If scheduled the day before the concert, schedule in the afternoon.)