

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

COMMITTEE NAME:	Installation Reception	COMMITTEE #:	235
RESPONSIBLE TO:	1st Vice President	AREA:	II-1
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:

Arrange for the Installation Reception which follows the Installation of new officers.
Place Officers' flags for Receiving Line.
Pack up property following Reception and return to Property Logistics for future use. (This includes Officers' flags, flag poles and stands.)

COORDINATE WITH:

Rally Manager, 1st Vice President, Property Logistic and Refreshments Chairs

SPACE ARRANGEMENT:

Coordinate space with the 1st Vice President and the Rally Manager; should be near rear of main auditorium where refreshments can be set up without interfering with the proceedings.

EQUIPMENT NEEDED:

4-6 tables for serving refreshments; punch bowls. Officer Flags, poles and stands.

SUPPLIES NEEDED:

Determine number of cookies and gallons of punch required in accordance with number of people attending (usually less than half of members at rally will attend Installation). Purchase cups and napkins for serving; table cloths in colors of new President.

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. Meet with 1st Vice President to determine location to set up for the Installation Reception.
2. Meet with 1st Vice President and/or Partner to plan installation Reception refreshments; be sure to find out budget for refreshments.
3. Recruit enough committee members for setting up, serving, replenishing cookies and punch, and cleaning up.
4. Check with Property Logistics to have punch bowls, flags, poles and stands delivered to reception location. The punch bowls are in the cargo trailer inside a box labeled "President's Reception".
5. Check with Refreshments Chair to determine if there are left over cookies from the IBT meeting.
6. Shop local stores for provider for cookies and punch; place orders.
7. Purchase cups, napkins, table cloths in rally colors.
8. Plan for picking up supplies the day of the Installation.
9. Set up flags for all International Officers and Region Presidents in the Reception area.
10. Clean up after reception.
11. Pack up flags, etc. for returning to Property Logistics.
12. Pack up any leftover cookies for Rally Committee to take on Advance Caravan (if it is happening after the International Rally).
13. Turn in all receipts to rally Cashier for reimbursement.