

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

COMMITTEE NAME:	Stage Manager	COMMITTEE #:	260
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:

Coordinate all requests for stage requirements at the International Rally with the Rally Manager, the contract sound company, and the host facility technicians.

COORDINATE WITH:

Rally Manager, Religious Service Coordinator, Delegates Meeting Supervisor, Installation of Officers Supervisor, Audio/Visual Main Stage Manager, Opening and Closing Chair, Table and Chairs, Parade Chair, Band Chair, Entertainment Chair.

EQUIPMENT NEEDED:

Eight tables; 60 folding chairs; music risers, broom; microphones and stands; piano.
Contract sound company will provide equipment and operators to manage it.
Drop cords and outlet strips.

SUPPLIES NEEDED:

Duct tape (to hold down walked over cables) and masking tape used to mark places on stage.

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 PROCEDURE:

1. Requisition all required supplies and services through the 1st Vice President with enough lead time for purchase and/or delivery.
2. Program Editor is responsible for providing the Stage, Sound and Lighting Chairman with current program of events and of any changes.
3. Coordinate with Rally Manager for dressing rooms and assembly area for program participants and performers.
4. Select and assign personnel to specific duties according to special aptitudes; let them become proficient; leave them on the same job throughout the rally. Schedule adequate number of stage hands for all performances.
5. Schedule a large enough staff to allow for absentees for special activities related to their own Units or Regions.
6. Provide request forms to committee chairs and individuals requiring services for their events or programs. It is desirable to have requests at least one week before the rally to facilitate coordination.
7. Receive and coordinate requests for service with the host facility engineers and other Chairs or individuals requesting service.
8. Test all systems before needed. Do not allow anyone to tamper or touch controls or system. Allow only assigned personnel to operate equipment.
9. Obtain list of Contact Names and telephone numbers for all Rally Chairs (provided by International Secretary)
10. All sound, use of microphones, stands, cable placement, use of manual is all coordinated with the host facility sound technician and our own Sound Chairman. We use their equipment. We do not touch it, unless given permission to do so.

11. Coordinate lighting requests with local facility lighting technicians and/or stagehands.

STAGE

1. Responsible for supervising the arena and auditorium stages at all times.
2. Assist all stage activities as needed.
3. Keep stage clean.
4. Provide safety hand rail on stairs to stage.
5. Coordinate lighting needs and sound needs with Audio/Visual Main Stage Chair.
6. Arrange with vendor for placement and removal of piano or organ to or off stage.
7. Protect piano and organ. Only move piano or organ on solid dollies on stage.
8. Secure day and night phone numbers for piano and organ repair.
9. Coordinate props with users of stage and keep ready for use.
10. ASSUME NO RESPONSIBILITY FOR MEMBER'S PERSONAL INSTRUMENTS.