

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

COMMITTEE NAME:	Tables and Chairs	COMMITTEE #:	265
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	October 2018		

RESPONSIBILITY:

Provide necessary tables and chairs in each room as requested for all rally activities.

COORDINATE WITH:

Rally Manager, Stage Manager, Presentations/Roundtables Coordinator, other Committee Chairs as needed.

SPACE ARRANGEMENT:

None

EQUIPMENT NEEDED:

Adequate tables and chairs for all activities

SUPPLIES NEEDED:

Rally Program

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. Recruit committee members to assist with arranging tables and chairs for rally activities.
2. Create a master file binder with dividers designating each building or area being used. Create separate file binders for each of the buildings or areas.
3. Work order forms specific to each separate building should be created. Print a specific floor space plan of that respective building on one side and on the other side print the standard WBCCI Tables and Chairs work order.
4. Send copies of the specific work order forms to all committee chairmen. Ask the Chairman to sketch a layout of the show, seminar or event they will present and return the work order to the Tables and Chair Chairman.
5. Coordinate with Space Coordinator and other Committee Chairman to avoid conflict when several setups are to take place in same building at the same time. (Registration, Credentials, Bulletin Board, Sign up Tables and Vendors).
6. Refer to event layout to set up building/auditorium/theater for Opening Ceremonies, Band Concert, Installation of Officers and Closing Ceremonies.
7. Use building space plan to set up Flea Market.