WALLY BYAM CARAVAN CLUB INTERNATIONAL, INC.
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME:	**Line Dancing**	COMMITTEE #:	**335**
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
The chairman shall plan the program for daily sessions as scheduled for line dances.

COORDINATE WITH:
Rally Manager, Audio/Visual – Main Stage or Audio/Visual – Presentations, depending on the location

SPACE ARRANGEMENTS:
6,000 square foot room preferably with a stage at least 4' high for instructor; stage is preferred but not always needed. Sometimes a much smaller site will work also.

EQUIPMENT NEEDED:
Music and microphones will be provided by the instructor. If not, Audio/Visual will be contacted.

SUPPLIES NEEDED: Occasionally step sheets need to be copied.

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. Discuss with Rally Manager the space needs for Line Dancing and the schedule for times available.
2. Inspect the location assigned as soon as you arrive at the rally site to be sure that it is adequate.
3. Inspect the area daily, both before and after the session, for debris and lost articles or clothing.
4. Sound and microphone should be inspected to see that they are in working order prior to start of each session.
5. Schedule this activity from 8 am to 9 am on days coordinated with the Rally Manager.