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

COMMITTEE NAME:	**Pet Show**	COMMITTEE #	**345**
RESPONSIBLE TO:	2nd Vice-President	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
To organize, promote and execute all activities related to the International Rally Pet Show.

COORDINATE WITH:
Rally Manager, Awards Chair, Property Logistics, Tables and Chairs, Sign Shop, Copy Center, Audio Visual – Main Stage or Presentations depending on location of Pet Show

SPACE ARRANGEMENTS:
1. Air-conditioned room for with seating for 150 attendees
2. Exhibit area large enough to show pets
3. Sunday afternoon is a good time to hold this event as nothing else is going on and promotes more spectators. Avoid conflict with Delegates meeting if not held on a Sunday.

EQUIPMENT NEEDED:
a. Paper towels
b. Plastic trash bag for accidents
c. Rubber bands and 4" x 6" file cards for arm band numbers
d. Several wide Black markers
e. Pencils
f. Judges Table and Chairs, scoring forms, ink pens and calculator
g. Microphone is **a must**
h. Signs

AWARDS ISSUED:
1. People's Choice White Ribbon
2. Best in Show Purple Ribbon
3. 5 Blue, 5 Red, 5 Yellow Ribbons for 1st 2nd & 3rd place for the 5 divisions

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. Check with Rally Manager in December or January for building and scheduling information.
2. Check with Awards Chair to order Ribbons in January or February. (Provide list of Awards needed for next years' event to the Awards Chair.)
3. Write article promoting the Pet Show for the Blue Beret. Send to Headquarters in February for April and May issues attention DSailor@wbcci.org.
4. Recruit committee members to assist with setting up and managing the Pet Show.
5. Arrange for judges; judges may be obtained from local Kennel club, Local Animal Shelter or 4-H Club in the area.
6. Prepare a schedule of committee members to staff the sign-up table during Check In.
7. Arrange for collection of pet food, blankets, towels, cleaning supplies, toys, etc. day of the show for donation to local shelter.
8. Pick up box from Property Logistics containing information and items needed for show.
9. Get copies for registration and Pet Show information to be given to entries made at Copy Center.

10. Contact Tables and Chairs Committee Chair to arrange for tables and chairs for Judges.
11. Order case of bottled water from Corporate Manager when on Rally site.
12. Check with Audio/Visual – Main Stage or Presentations, depending on location of event, for sound system.
13. Check with Stage Manager, if using stage.
14. Get signs from Sign Shop if needed.
15. Take donated items to local shelter.
16. Clean up pet show location after the show if needed.
17. Send report of winners to Headquarters.