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

COMMITTEE NAME:	**Quilting and Fiber Arts**	COMMITTEE #:	**350**
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:
Present educational programs related to quilting that are interesting to all skill levels. Provide an opportunity for quilters to share ideas.

COORDINATE WITH:
Rally Manager, Tables and Chairs, Program Editor, Sign Shop, Property Logistics

SPACE ARRANGEMENT:
Lockable 40' x 50' or 30' x 70' room, with lots of electrical outlets, good lighting and handicapped accessible; (see attached diagram)

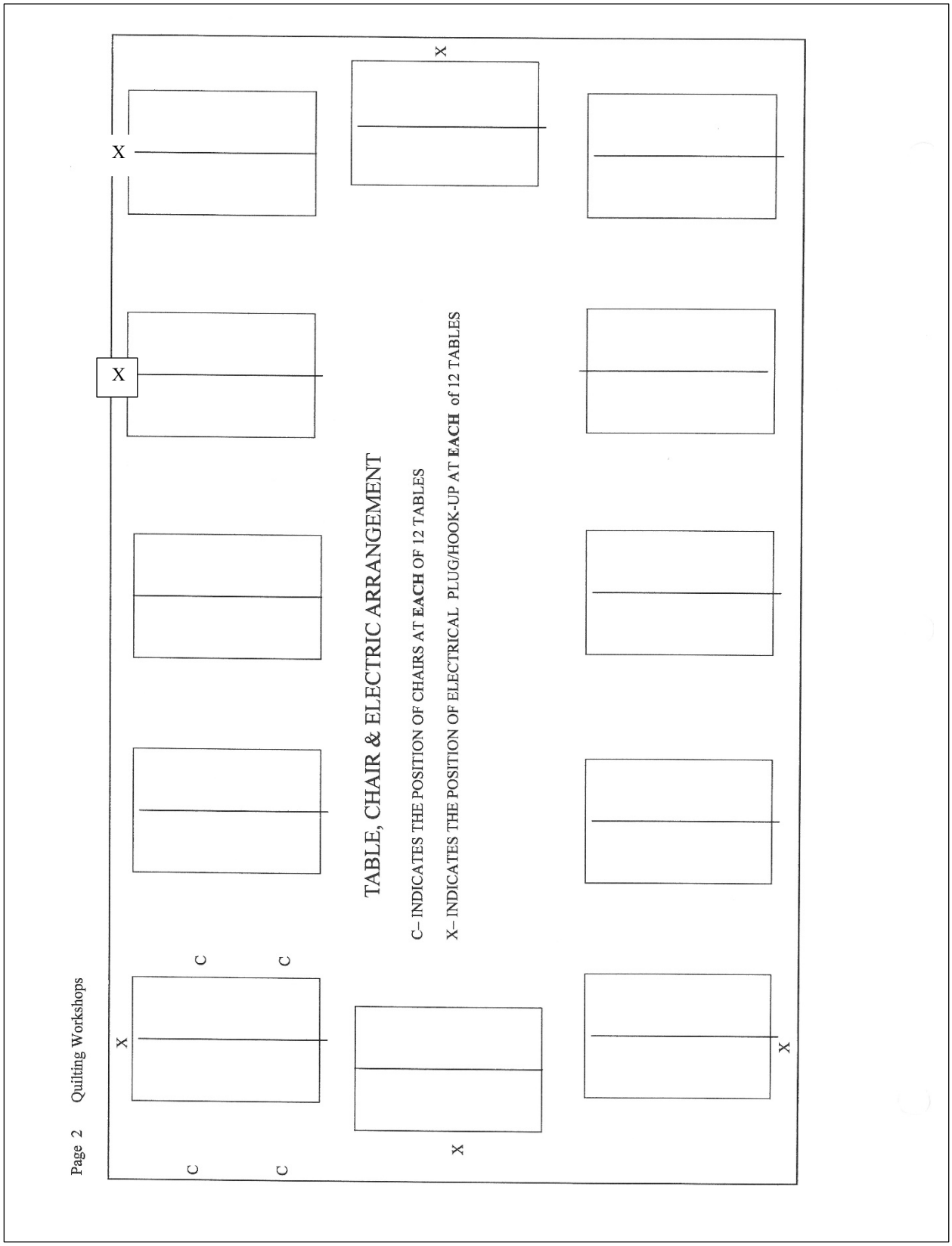
EQUIPMENT NEEDED:
18-20 tables, 34-36 chairs, 1 sign, 1 easel, and power to each table

SUPPLIES NEEDED:
Batting for quilts

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. Recruit committee members to assist with supervising the quilting area and presenting programs.
2. Contact Rally Manager to arrange enough space to spread work out and leave for several days.
3. Prepare articles for Blue Beret and send to Jackson Center by late fall. Send this same information to the Rally Manager to be included in the Rally Communiques sent to all registered rally attendees and to be added to the rally website.
4. Check with 2nd Vice President to see if the rally will pay for batting for the quilts made at the rally for donating to local charity. If money is available, purchase materials and turn in receipt for reimbursement.
5. Prepare schedule for committee members to staff table at Check In for members to sign up to participate in Quilting and Fiber Arts experience.
6. Pick up sign(s) from Sign Shop to mark location of Quilting and Fiber Arts Experience.
7. Check with Tables and Chairs to arrange for tables and chairs in designated area.
8. Need at least one electrical outlet at each table. If power outlets are not sufficient in space, contact Rally Manager to get additional power strips.
9. Schedule committee members to supervise quilting space on a daily basis to assist anyone needing guidance.
10. Prepare and present educational programs on quilting topics.


TABLE, CHAIR & ELECTRIC ARRANGEMENT
C– INDICATES THE POSITION OF CHAIRS AT EACH OF 12 TABLES
X– INDICATES THE POSITION OF ELECTRICAL PLUG/HOOK-UP AT EACH of 12 TABLES
X
X
X
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Page 2 Quilting Workshops