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

COMMITTEE NAME:	**Snapshot/Photo Print Share**	COMMITTEE #:	**355**
RESPONSIBLE TO:	2nd Vice President	AREA:	III
EFFECTIVE DATE:	February 2019		

RESPONSIBILITY:
Advertise the Photo Print/Snap Shot Contest in the Blue Beret, giving the entry rules. Make arrangements for the Contest working with the necessary Committee Chairs. Arrange for sign up table for members wishing to display Art Work, Photo Prints and Snap Shots.

COORDINATE WITH:
Rally Manager, Table and Chairs, Copy Center, Sign Shop, Awards Chair, and Property Logistics.

SPACE NEEDED:
Large area, 100' x 100', minimum space 30’ x 50’

EQUIPMENT NEEDED:
10 easels, 2 tables, 4 chairs

SUPPLIES NEEDED:
Writing tablet, pencils, blue painters tape

AWARDS NEEDED:

PHOTO PRINT:	SNAP SHOT:
5- 1st place Blue Ribbons	5 – 1st place Blue Ribbons
5- 2nd place Red Ribbons	5 – 2nd place Red Ribbons
5- 3rd place Yellow Ribbons	5 – 3rd place Yellow Ribbons

Best of Show Rosette
Categories for judging at discretion of Art Show Chair.

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 setting up and monitoring the Art work, Snapshot and Photo Print Share.
2. Contact Rally Manager to schedule and arrange for space for this event.
3. Write article for the Blue Beret explaining the contest and the categories for entries.
4. Prepare schedule of committee members to staff table at Check In for entrants to sign up for the contest.
5. Contact Property Logistics to have easels and pegboard delivered to contest location.
6. Contact Tables and Chairs Chair for tables and chairs for event.
7. Collect award ribbons and rosette from the Awards Chair.
8. Prepare list of all contest entrants and assign each entry a number. Numbers will be put on items for identification.
9. Prepare ballots for voting and have copies made at Copy Center.
10. Distribute ballots to members attending the contest.
11. Collect ballots and tally results.
12. Award ribbons and Best of Show rosette to winners.

13. Send list of winners to Headquarters at the end of the rally.