WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Sign Placement** COMMITTEE #: **430**
RESPONSIBLE TO: 3rd Vice President AREA: 4
EFFECTIVE DATE: February 2019

RESPONSIBILITY:
Manage area, directional and special signs including row markers for the rally.

COORDINATE WITH:
Rally Manager, Rally Arrival Team, Sign Shop, Engineers, Property Logistics, Carpenters, Traffic Control

SPACE ARRANGEMENTS:
200sf space near Carpenter Shop and Property Logistics

EQUIPMENT NEEDED:
Truck or Gator, 2 electric screw drivers, sledge hammer and shovel.

SUPPLIES NEEDED:
Sand bags, sand, twine, paper clips, tape, screws, paint, brushes

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. Road traffic signs are placed by Traffic Control prior to the arrival of this Committee.
2. Assist with unloading Cargo trailer.
3. Organize and set up sign placement work area
4. Place all area, directional and special signs where directed including row markers.
5. Coordinate with Rally Arrival Team Chairman on colors and numbers on row markers.
6. Remove these signs and return to storage after rally.
7. Package and place on pallets and return to Property Logistics for packing in Cargo trailer.