WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION

COMMITTEE NAME: **Sign Shop** COMMITTEE #: **435**
RESPONSIBLE TO: 3rd Vice President AREA: 4
EFFECTIVE DATE: February 2019

RESPONSIBILITY:
Manage sign shop, including arranging for adequate staffing for operating hours and arranging for artists to paint signs on appropriate materials . Prepare signs for all Rally committees as required.

COORDINATE WITH:
Rally Manager, Carpenter Shop, Cargo, Property Logistics, Rally Arrival Team, and Traffic Control; Sign Placement.

SPACE ARRANGEMENTS:
Approximately 500 sq. ft. with very good lighting, reasonable degree of quiet, security to protect property and supplies, and water in close proximity.

EQUIPMENT NEEDED:
11 tables, 6 chairs.

SUPPLIES NEEDED:
Standard sign materials, paint, felt markers, tape, poster boards, and proper sign support materials for intended use. Coroplast for outdoor signs.

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. Establish assigned work area with tables and chairs.
2. Unpack signs and supplies crates.
3. Organize and arrange signs for pickup by rally committees.
4. Prepare sign blanks for later painting.
5. Prepare all 'on-site' signs that are International Rally-related.
6. Receive signs after use and organize and pack for next year.
7. Inventory tools and equipment and turn over to Property Logistics for loading as Cargo.