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

COMMITTEE NAME: **Audio/Visual - Presentations** COMMITTEE #: **101**
RESPONSIBLE TO: Kristy Yonyon, ACI Rally Planning Team AREA: I
EFFECTIVE DATE: March 2024

RESPONSIBILITY:
Determine what AV equipment the club owns, what the venue can provide, and whether there is an AV Tech available from the venue. Schedule PA Systems, Projectors and Screens as needed to support Presentation and Roundtable presenters. If additional equipment is needed, work with Rally Manager to secure rentals locally.

COORDINATE WITH:
Rally Manager, Presentations Coordinator, Tables and Chairs Chair, Local Sound System Managers for Main Stage

SPACE ARRANGEMENT:
LOCKED storage area for loaned equipment

EQUIPMENT NEEDED:
Projectors, Screens, and Portable PA Systems or Seminar Rooms Equipped with such systems.

SUPPLIES NEEDED:
Batteries for wireless Microphones

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. Manage sound systems and projectors as requested by presenters at the International Rally.
2. Coordinate with the Entertainment Chair and Stage Manager Chair for A/V needs on the Main Stage.
3. Recruit enough committee members to provide coverage for all presentations scheduled each day. Have a person “on call” for problem solving for presenters. Ensure Presentations Facilitator Chair and Room Monitor Chair have the A/V “On Call” cell phone number.
4. Train Committee members on all projectors and microphones.
5. Schedule a “Device Check” before the rally begins and require all presenters who will be using AV to attend to be sure they have the correct HDMI connector from their device to the club’s projectors. Presentations Facilitor Chair and Room Monitor Chair should attend. All presenters’ devices must have an HDMI connection, either built-in or adaptor.
6. Receive and secure loaned PA Systems from Individual Members, Regions or Third-party contractor.
7. If needed, assist with set up of large projectors and screens in Main Stage Area (need 2-3 people).
8. Set up Cub-owned projection screens in seminar rooms.
9. Set up the 5 Club projectors for the venues each day and take them down each night for security purposes.
10. Through Presentations Coordinator, receive requests from presenters of seminars for sound and projection equipment. Presentations may include a combination of the following: wired, wireless or lavalier mic, cordless mic(s) for audience Q&A, outdoor demos requiring portable mic/speaker, panel presentations requiring more than one mic and presentations requiring sound mixer for presentations combining sound from speaker mic and slideshow presentation.
11. Provide support for seminars given by vendors. Determine if club is expected to supply AV equipment for vendors.
12. When the Rally is over, return all loaned equipment to owners.