

## ***Texas Cloggers' Rally – Rally Chair(s)***

**Rally Chair(s) is/are responsible for but not limited to: (suggest you read all before starting)  
(suggested committee of 1-2)**

- Prior to the event (2 years out)
  - Sign TCC contract to host Rally.
  - Prepare a budget for approval from the TCC Council.
  - Create and Select a Theme for the event.
  - Obtain your rally dates from the Onsite Facility Vice Chair. (be careful to avoid any other large clogging events that may use National Instructors – so your choice of instructors are greater for the choosing).
  - Solicit National Instructors (2) for your event. (3 or more must be approved from the Rally Advisor and/or TCC President).
  - Send TCC contracts to National Instructors as soon as possible to lock them in for your Rally (sample contract attached).
  - Start selecting your Vice Chairs (it is suggested that you reserve one of your Vice Chair position(s) for a Future Rally Chair(s) – so they may familiarize themselves with the inner workings of the Rally).
  - Once you have your Vice Chairs Selected send them their respected guidelines so they may start familiarizing themselves with them and begin executing their duties.
  
- Prior to the event (1 ½ years out)
  - Create a Flyer/registration form to be submitted at the Annual Rally meeting (early Jan). Prepare it for the upcoming Rally to be submitted in the Syllabus. The flyer shall be designated by the number of years held and called the "Annual Texas Cloggers' Rally," i.e., The 12th Annual Texas Cloggers' Rally or the 41st Annual Texas Cloggers' Rally. The "pre-registration" deadline shall be two weeks prior to your event date.
  - Create a T-shirt design to submit at the Annual Rally Meeting.
  - Finalize your Vice Chairs for your Rally – prepare them to “shadow” or work the Rally prior to your Rally. Request the Rally Advisor send you and the Vice Chairs their respected roles and responsibilities. Request them to attend the Annual Rally Meeting.
  - Be prepared to answer any questions regarding cost, national instructors, issues, etc... at the Rally advisory meeting.
  - Work with the Webmasters of the TCC to help you establish an Email account for our Rally, i.e. [TexasRally2013@Texas-Clogging.com](mailto:TexasRally2013@Texas-Clogging.com)
  
- March Rally Preceding your Rally
  - Have Flyers set out at the TCC table.
  - Send Flyers to your National Instructors for distribution at any/ all clogging functions they may attend.
  - Finalize your t-shirt design. Have a print/photo may to post on the Website. Have a dozen or two shirts printed to give to your Vice Chairs to wear at other clogging functions to help promote your rally and the sale of t-shirts.
  - As soon as the Preceding Rally is over coordinate with your Publicity Vice Chair to have promotional articles, along with the flyer, placed on the website, Texas Clogger, Facebook, Twitter, etc... The article needs to include a schedule of workshop activities, brief bio about National Instructors, beginner hall, hotels, any other important info.

- Have Publicity Vice Chair at this point to start promoting on a regular basis...continually post on website, FaceBook, Twitter, place articles in the Texas Clogger (along with the Flyer)... have Flyers sent/taken to other clogging functions.
- June - December prior to Rally
  - Communicate with all Vice Chairs to discuss progress as a whole and individually. Ask if help is needed, assure everyone is on track with your goals and meeting their deadlines. One way to communicate with and check on the status of your Vice chairs is to gather them all together at the DTJ and meet over lunch. DTJ has the same lunch offerings as the Rally, a lunch plate offered by the WCC. You might want to "pre-order" these with the DTJ - TCC will reimburse you for this lunch expense.
  - September - discuss with Texas Instructor Vice Chair, Rally Advisor and TCC President the number of Texas Instructors to invite to teach at your Rally. Formal invitation letter shall be sent at this time by email and regular mail.
  - October - start monitoring prices on airline tickets for National Instructors. Purchase their tickets no later than January 31st prior to your Rally.
- January prior to your Rally
  - Plan to attend the Rally Advisory Committee meeting (2nd Saturday of the month). This meeting is for you to share any issues, plans, ideas that need help from the committee. Encourage all your Vice Chairs to attend.
  - Plan on having your layout for the convention center available to finalize with the group.
  - Be prepared to share any and all "heartburns" or good plans with future Rally Chairs and the committee.
  - Send out Email blast to TCC club directors with all the information about the upcoming Rally... include Flyer and any other important information. Utilize the VP's and Webmasters of the TCC to help spread the word.
  - Contact the Texas Governor's office of Constituency Services to secure the Honorary Texan Certificates for any new National Instructors attending the Rally.
  - Coordinate with your Registration Vice Chair to start sharing pre-registration numbers on a weekly basis with the Finance Vice Chair, T-shirt Vice Chair, Syllabus Vice Chair, Rally Advisor, TCC Treasurer and TCC President.
  - Book room(s) for National Instructors. Make sure a "cloggers' rate" and block of rooms are in place with the Onsite Facility Vice Chair prior to booking a room(s).
- February prior to your Rally
  - Have workshop schedule(s) posted on website
  - Send email blast to TCC clubs/directors/members (contact info available from TCC Membership chair) reminding them of the "pre-registration" deadline.
- 2 Weeks prior to event
  - Have a phone conference with your Vice Chairs, Rally Advisor and TCC President to finalize any and all issues. (at this point everything should be final or close to it)
- At Rally
  - Manage all facets/disciplines of the Rally and Vice Chairs.
  - Be available to assist all your Vice Chairs and answer any issues that may arise. The Rally Advisor and TCC President shall be available to assist if needed.
  - REMEMBER- to have fun, but the main goal is to raise monies for scholarships. Keep that in mind while trying to manage all the facets of the Rally.

- Be prepared to share information regarding your Rally at the Annual TCC Meeting held that Sunday of your Rally. Please have rough numbers for the following, but not limited to, cost, revenue, attendance, etc...
- After your Rally
  - Write Feedback reports and have your Vice Chairs do the same. Give to Rally Advisor for future Rally Chairs.
  - Submit a "post" rally article for the Texas Clogger.
- Pat yourself on the BACK... job well done!

*Note: The TCC is a 501c3 non-profit organization and is sales tax exempt. A form is available that can be provided to your vendors. (NOTE: This sales tax exemption applies only to purchases made by TCC.)*

*Also available is a Reimbursement Form that may be completed and given to the TCC Treasurer to receive reimbursement for any out-of-pocket expenses that may be incurred.*