

## *Texas Cloggers' Rally - Registration Vice Chair Responsibilities*

**Registration Vice Chair is responsible for but not limited to:  
(suggested committee of 3-6)**

- Review the Rally feedback form from the prior Registration Vice Chair.
- Obtain budget from Rally Chair(s).
- Pre-Registration
  - Shall create and maintain a spreadsheet/database/record of all pre-registrations. Prepare and submit a weekly report to all Vice Chairs, Rally Chair(s), TCC Treasurer and TCC President.
  - Obtain a list of current TCC members from TCC Membership Chair.
  - Inform Syllabus Vice chair of pre-ordered syllabi quantities on a weekly basis.
  - Inform T-Shirt Vice chair of pre-ordered t-shirt quantities on a weekly basis.
  - Work with TCC Webmasters for the PayPal/ credit card registrations.
  - Prepare name badges for Instructors, Vice Chairs and Rally Chair(s).
  - Purchase ribbons, wristbands or equivalent for the dancers, spectators, vendors.
  - Make deposits of monies throughout the pre-registration period.
    - Must show breakdown of amounts received in each category;
      - TCC Members
      - Non-Members
      - T-shirts
      - Syllabus
      - Spectators
    - Deposits should be made every 2 weeks.
    - Send a copy of breakdown to Rally Chair(s) and Finance Vice Chair.
- Registration (at the event)
  - Shall continue to maintain a spreadsheet/database/record of all registrations.
  - Prepare Pre-registration packets for pick-up.
    - Use original registration form to make packets and place inside the packet. (make copies of registration form for our records).
    - Prepare a “plan of attack” on how to handle pre-ordered items (syllabus, t-shirt. e. g.) ...either supply in the packets from the respected Vice Chairs or (recommended) - supply a ticket of sort in each packet for the dancer to retrieve their items from the respected Vice Chair’s teams.
    - Label on outside shall list all contents inside packet
  - Prepare Instructor packets for pick-up (coordinate with Rally Chair(s) & Texas Instructor Vice Chair)
    - Texas Instructor Vice Chair shall provide you with the list of instructors and the contents of the packets.
    - Include a welcome letter reminding them about any instructor meetings, how to get help with the sound equipment if needed, location of Hospitality Room, etc... - Texas Instructor Vice Chair shall provide this letter.
    - Same as above for National Instructor’s packets – See Rally Chair(s) for information on National Instructors.
    - Label on outside shall list the instructor’s name and all contents inside packet.
  - Set-up and maintain registration booth
    - Signs, pens, pencils, paper, etc...

- Areas needed – Pre-registration, “at door” Registration, Instructors and TCC Membership.
- Sign-up sheet for Practice Hall – Saturday Night Exhibition Vice Chair shall provide this sheet(s).
- Be prepared to accept credit card, check or cash payments (seed monies shall be provided by the Finance Vice Chair).
- Prepare a system to coordinate with T-Shirt and Syllabus Vice Chairs for “at door” sale of items. You and your team shall control the monies and use the other vice chair’s teams to handle the merchandise.
- One payment can be made to the TCC (at registration) for any of the following or combination thereof but not limited to; Rally registration, TCC membership dues, TCC Team/Club registration, Rally t-shirt and syllabus. Registration Vice Chair shall be responsible for separating the monies and the breakdown for each charge(s).
- Prepare a system to coordinate with the TCC Membership Chair when people register and pay for their TCC Membership along with their Rally registration...remember the TCC Membership can accept payments for membership as “stand alone”, but we want to have the option to make “one payment” if easier for them.
  - Have a table set up at the Saturday Night Exhibitions for “at door” ticket sales. Again, be prepared to accept, cash, check or credit card.
  - All Monies shall be handed over to the Finance Vice Chair at the completion of Saturday night's event or Sunday morning at the TCC business meeting.
- Forward all final numbers to Rally Chair(s) and Finance Vice Chair (needed for BMI/ASCAP reporting).
- Be prepared to assist the Rally Chair(s) with other items as necessary.
- Fill out and submit your Rally feedback form to your Rally Chair(s).

*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.*