

Texas Cloggers' Rally - Publicity Vice Chair Responsibilities

**Publicity Vice Chair is responsible for but not limited to:
(suggested committee of 1-3)**

- Review the Rally feedback form from the prior Publicity Vice Chair.
- Obtain Budget from Rally Chair(s).
- Assisting in distribution of the flyer with the Rally Chair(s).
 - Assist in sending information to the Texas Clogger and any other Texas Clogging publications or Texas Workshops.
 - Distribute flyers and literature about the event to clogging publications outside of the Texas publications.
- Place ads where necessary to promote the event – many online clogging-related calendars that allow posting of clogging events.
- Send a letter and flyer (registration form) to all current club/team directors in Texas, New Mexico, Arkansas, Oklahoma and Louisiana (an updated list is available in the DoubleToe Times)
- Send Press releases or media alerts to local TV, radio stations, and/or newspaper regarding the event.
- Coordinate with the Rally Chair(s) and OnSite Facility Vice Chair to compose information for the lighted “crawler” signs and the outdoor marquee at the Convention Center for the day(s) of the event.
- Coordinate with the Rally Chair(s) to prepare a promotional piece for the TCC website.
- Utilize all social medias for advertising the event; e.g. FaceBook, Twitter, etc...
- 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.