

Texas Cloggers' Rally - Onsite Facility Vice Chair Responsibilities

Onsite Facility Vice Chair is responsible for but not limited to:

- Review the Rally feedback form from the prior Onsite Facility Vice Chair.
- Convention Center
 - Obtain and sign contract for Convention Center. (this is done with the Rally Committee far enough in advance. Advise Rally Chair(s), Finance Vice Chair & TCC President of Convention Center Cost.
 - Obtain the configuration needs for the halls of instruction on Friday and Saturday, Friday Welcome Dance, Saturday Exhibitions and After Party - through the Rally Chair(s)
 - Coordinate with Vendor Vice Chair for area for Vendors, number of tables, chairs, etc...
 - Coordinate with Hospitality Vice Chair regarding Convention Center food and Drink or donated food and drink to be utilized during the event.
 - Arrange for Paramedic; space, timing of event, provide appropriate facilities.
 - Arrange for Security if necessary – seek info from Rally Chair(s) & Rally Committee; space, timing of event, provide appropriate facilities.
 - Arrange for water stations to be placed accordingly - coordinate with Hospitality Vice Chair.
 - Arrange for a Convention Center or Host Hotel room for the Sunday TCC business meeting – Seek timing from TCC President.
 - Arriving on Friday for the event; with Rally Chair(s) do a walkthrough of the convention center. Make note of any/ all tables and chairs in each room, make adjustments at this time. Verify convention center staff contacts for Friday day, Friday Night, Saturday day, Saturday night and concession stand(s). Take this time to discuss contract(s) for future rallies/events.
- Block Hotel rooms for the Rally.
 - Obtain and sign contract for blocked rooms at Host Hotel(s). Note that on all contracts, insure the method of requesting a room from the hotel block be noted as: **Cloggers' Rate**.
 - Forward all information regarding the Host Hotel(s) rooms to the Rally Chair(s).
 - Advise the Rally Chair(s) and Finance Chair of any comp rooms to be used for the National Instructors.
 - Monitor the host hotel(s) room pick-up prior to the event.
- 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.