

Texas Cloggers' Rally - Syllabus Vice Chair Responsibilities

**Syllabus Vice Chair is responsible for but not limited to:
(suggested committee of 1-2)**

- Review the Rally feedback form from the prior Syllabus Vice Chair.
- Obtain Budget from Rally Chair(s)
- Prior to the Event.
 - Contact a Printer to print the syllabus – establish an appropriate “turn-in” deadline with the Printer. Communicate the DEADLINE date to the following. (listed below). Obtain and compile the items turned in for inclusion in the syllabus. (listed below). Coordinate with the following Vice Chairs or persons to obtain the information for the syllabus. The following shall be included in the Syllabus;
 - TCC President
 - Welcome Letter
 - Rally Chair(s)
 - Welcome letter
 - Schedules for the event
 - Biographies of National Instructors
 - List of Vice Chairs
 - Convention center map.
 - Establish a number of syllabi to order (based on pre-order and historical data ordered at past rallies)
 - Texas Instructor Vice Chair and/or Beginner Hall Vice Chair
 - Workshop schedules
 - List of cue sheets
 - Cue sheets
 - List of instructors and contact information
 - Registration Vice Chair
 - Obtain the Pre-registered number of syllabi ordered.
 - Optional pages should be included in the Syllabus if required (see Rally Chair(s))
 - Friday Night Welcome Dance Vice Chair
 - Schedule if the “cuing” format is used.
 - Saturday Night Exhibition Vice Chair
 - Schedule if required
 - Saturday Night Fun Dance Vice Chair
 - Schedule if required
 - Vendor Vice Chair
 - A thank you letter – thanking all the vendors and vendors who donated items for the giveaways.
 - Organizers of Workshops and/or TCC Registered Clubs
 - Flyers
 - Welcome letter from Texas Governor and/or Mayor of Waco
 - Candid snapshots from previous Rallies.
 - Text of “The Texas Clogging Council, The Heart and Sole of Clogging”
 - Be prepared to supply an electronic copy on CD if required by the Rally Chair(s) for sale or giveaway to the instructors.

- Please hold one hard copy and an electronic copy for the TCC Historian – for TCC records.
- At the Event
 - Assure Print and delivery of Syllabus to the convention center.
 - Coordinate with the Registration Vice Chair on how to handle Pre-order and “at-door” sale of syllabi.
- Be prepared to assist the Rally Chair 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.