

Texas Cloggers' Rally - Beginner Hall Vice Chair Responsibilities

Beginner Hall Vice Chair is responsible for but not limited to:

- Review the Rally feedback form from the prior Beginner Hall Vice Chair.
- Prior to the event
 - Solicit Texas instructors who have a known ability to teach or work with beginners and who understand the purpose of the hall - request cue sheets in January prior to the event for review.
 - Coordinate with the Texas Instructor Vice Chair to avoid duplication of invitations - also communicate to the Texas Instructor Vice Chair any instructor that want to be included in the other halls of teach, Rapid Fire Room and/or Texas Dance List room.
 - Provide instructors with the TCC "Guidelines for Leveling a Routine."
 - Coordinate with the Texas Instructor Vice Chair the schedule for the room as to not double schedule instructors for teaching.
 - Send the schedule and all cue sheets to Syllabus Vice Chair prior to due date.
- At the Event
 - Check to make sure that the planned schedule is proceeding as anticipated. Monitor the room as required. Verify Dancers are grasping the instruction(s) throughout the day.
- 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.