

Texas Cloggers' Rally – Hospitality Vice Chair Responsibilities

Hospitality Vice Chair is responsible for but not limited to:

- Review the Rally feedback form from the prior Hospitality Vice Chair.
- Prior to the event
 - Obtain budget from Rally Chair(s).
 - Coordinate the Rally Chair(s) and/or Onsite Facility Chair for the location of the instructor Hospitality room. The usual location is the area behind the Registration Desk.
 - Communication with concession stand *shall be copied to* the On-Site Facility Vice-Chair and the WCC coordinator for our event.
 - Coordinate Lunch with the WCC to assure a lunch plate will be offered to the public. Coordinate with the Rally Chair(s) how many complementary lunches will be issued (to All Vice Chairs).
- At the event
 - Prepare to introduce the National Instructors at their first teach of the day. (The Rally Chair(s) shall introduce the National Instructors or someone they appoint)
 - Providing food/drink/snacks* in Hospitality room for all instructors in accordance with Convention Center policies**, monitor throughout the day.
 - Arrange for water stations to be set up in various places at the event for Friday and Saturday...work with the Onsite Facility Vice Chair for ordering of water and placement of tables.
- 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).

* - donated items (food & drink) may be used at the event, but the proper forms must be filled out with the WCC, please check with the Onsite Facility Vice Chair.

** - please check with the Rally Chair(s) and/or the Onsite Facility Vice Chair for the current policies of the Convention Center regarding outside catering in the center.

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.