

## ***Texas Cloggers' Rally – T-Shirt Vice Chair Responsibilities***

**T-Shirt Vice Chair is responsible for but not limited to:  
(suggested committee of 2-4)**

- Review the Rally feedback form from the prior T-Shirt Vice Chair.
- Prior to the event
  - Obtain Budget from Rally Chair(s).
  - Coordinate with the Rally Chair(s) and /or Publicity Vice Chair to design a Rally T-Shirt based on the theme of the event.
  - If possible (time permitting – order T-shirts for the Vice Chairs so they may promote the rally at other events)
  - Coordinate with the Rally Chair(s) and Registration Vice Chair for information related to listing T-Shirts sales on the Registration Form.
  - Select a vendor to print the t-shirts – coordinate with the Rally Chair(s) and Registration Vice Chair for a final quantity to order. Pre-orders plus additional at door sales (include any and all comp t-shirts - all vice chairs, coordinate with the Rally Chair(s)).
  - Utilize the sales tax exempt form with T-Shirt vendor to avoid paying sales tax.
- At the event
  - Ensure the t-shirts are delivered to the event early Friday morning.
  - Deliver comp t-shirts to Rally Chair(s)
  - Coordinate with the Registration Vice Chair on how to handle Pre-order and “at-door” sale of t-shirts.
- 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.*