

Texas Cloggers' Rally - Decoration Vice Chair Responsibilities

**Decoration Vice Chair is responsible for but not limited to:
(suggested committee of 4-6)**

- Review the Rally feedback form from the prior Decoration Vice Chair.
- Prior to the event
 - Obtain Budget from Rally Chair(s).
 - Coordinate with Rally Chair the theme of the Rally for appropriate decorations.
 - Obtain a layout of the Halls required for the event - plan on decorations for each hall or areas to decorate.
- At the Event
 - Coordinate with your committee to obtain/making/hanging decorations and signs by noon on that Friday of the event.
 - on Saturday at 5:00pm plan on removing all of the decorations (except for the Saturday Night Exhibition & After Party decorations - remove these after their respected times).
- 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.