

Texas Cloggers' Rally - Sound Vice Chair Responsibilities

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

- Review the Rally feedback form from the prior Sound Vice Chair.
- Prior to the event
 - Obtain from the Rally Chair(s) the layout/ diagram for the required halls for Friday and Saturday instructions/ classes.
 - Coordinate with the Onsite Facility Vice Chair the required stages and locations.
 - Obtain batteries for microphones and duct tape for each of the rooms.
 - Coordinate with the staff of Double-Toe Jam – currently all sound equipment is rented/ leased from this event/organization.
- Event
 - Obtain and set-up sound equipment for all required halls, including but not limited too; teaching halls, exhibition practice hall, instructor hospitality room, etc...
 - Label each set of sound equipment's amplifier as required with "Mic", "Tape", "CD", "Stage/Monitor" and "Floor Speakers" designated for instructors who are not familiar with the equipment.
 - Make sure the Registration Desk knows how to reach you or other key personnel on the sound committee. Recommended: have a phone number (or list of numbers) on each instructor table and Registration Desk that can be called if a problem should arise.
 - Coordinate with the Texas Instructor Vice Chair to hand over the easels and sign boards.
 - Assure all equipment is up and running prior to the start of Friday and Saturday teaches.
- Saturday Night Exhibitions
 - Provide and set-up sound and lights for the event.
 - Receive music from Saturday Night Exhibition Vice Chair – prepare for exhibitions.
 - Coordinate with Saturday Night Exhibition Vice Chair for the scheduling plan of the program
 - After exhibitions, sound is broken down and loaded out of the center to storage.
- 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.