

Texas Cloggers' Rally - Saturday Night Exhibition Vice Chair Responsibilities

**Saturday Night Exhibition Vice Chair is responsible for but not limited to:
(suggested committee of 2-4)**

- Review the Rally feedback form from the prior Saturday Night Exhibition Vice Chair.
- Obtain budget from Rally Chair.
- Solicit teams for Saturday Night Exhibitions with approved letter. (attached is a sample)
- Send – if time allows – a list of participating teams to the Syllabus Vice Chair for inclusion in the syllabus. Suggest a cut-off time in your invitation letter. Teams that sign up at the event will just be missed.
- Shall prepare a program for hand-out at the night's event. Again, teams that sign up at the event will just be missed.
- Rope off area (chairs) for teams participating in the exhibitions.
- Arrange for a color guard to present the Posting of the colors.
- Coordinate with Registration Vice Chair to have a “at door” sign-up sheet to exhibition for interested teams and a Practice Hall sign-up sheet. Both shall be at the registration desk Saturday, 8:30 am.
- Correspond with teams regarding stage size, staging, program, seating, music requirements (CD or jump drives w/ MP3s), etc by having a Directors Meeting at the event in the Practice Hall normally scheduled around lunch time.
- Coordinate with Sound Vice Chair to turn in music for Sound Table to prepare for the exhibitions.
- Program for Saturday Night (suggested) – try to limit the timing of the Introductions and Presentations.
 - Welcome
 - Posting of Colors
 - Pledge of Allegiance
 - National Anthem
 - Welcome from city and/or prayer
 - Exhibitions
 - Introductions of TCC officers
 - Exhibitions
 - Introductions of Rally Chair and Vice Chairs
 - Exhibitions
 - Introduction of Rally Instructors
 - Presentation of Clogger of the Year and Scholarship recipients
 - Exhibitions
 - Invitation to After Party
- 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.