

## ***Texas Cloggers' Rally - Saturday Night After-Party Vice Chair Responsibilities***

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

- Review the Rally feedback form from the prior Saturday Night After-Party Vice Chair.
- Obtain Budget from Rally Chair(s) (if required)
- Decide with Rally Chair(s) a format for the After-Party
  - Fun Dance format\*
  - DJ format\*\*
- Obtain a site for the After-Party – if onsite of the convention center coordinate with the Rally(s) and Onsite Facility Vice Chair.
- If required, obtain food/drink/snacks, napkins and any other items or decorations for the party. If providing food/drink/snacks - donated items may be used at the event, but the proper forms must be filled out with the WCC, please check with the Rally Chair(s) or Onsite Facility Vice Chair.
- Activities
  - Plan activities for the After-Party which may include but are not limited to; quick reviews of National Instructor(s) dances, big circle dances and request, games, door prizes.
  - Obtain donated door prizes\*\*\* early so you may include a list of contributors in the syllabus thanking them – coordinate with the Syllabus Vice Chair for deadline dates.
  - Send Thank-you letters to contributors following the Rally.
- 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).

\* - arrange for an emcee, sound equipment, music and National & Texas Instructor Participation.

\*\* - obtain a DJ for the party – advise the DJ of your wants and needs for the party.

\*\*\* - contact Vendor Vice Chair for contact information to obtain door prizes and/or contact local merchants for door prizes.

*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.*