

Chapter 20 EOSARDA Dance Manual

20.1 Introduction

- a) EOSARDA sponsors two annual dances, Fall Fest in October and Frosty Fling in February and co-sponsors the annual Swing into Spring Dance Weekend with the Seaway Valley Square and Round Dance Association (SVSRDA). EOSARDA's Dance Committee has the primary responsibility for planning, organizing and running these dances. However, all Directors are expected to assist with and participate in EOSARDA dances.
- b) These guidelines are developed and designed to facilitate the organization of these dances and to ensure that all requirements of each dance and any existing policies are followed. Although these guidelines are geared specifically to EOSARDA dances, they are adaptable to other club-sponsored dances.
- c) The success of any dance depends on the following components:
 - Date and time
 - Dance Organizing Committee
 - Dance program
 - Facility
 - Dance Callers and Cuers
 - Budget, advertising and ticket sales
 - Refreshments
 - Club support
 - Overall organization

20.2 Selecting the Date and Time for the Dance

- a) EOSARDA dance dates and times are currently established as follows:

Fall Fest	4th Saturday in October	afternoon and evening
Frosty Fling	1 st Saturday in February	evening only
Swing into Spring	Mother's Day Weekend	Friday evening through Sunday afternoon

These dates may be changed at the discretion of the Chair of EOSARDA's Dance Committee, who will advise the Board accordingly.

- b) If the dates should change, or if EOSARDA were to consider hosting another dance, necessary things to consider in order to ensure participation by as many dancers from as many areas as possible would include:
 - Is there another dance on the same date within a one hundred kilometre radius?
 - Time of year with consideration for snow storms, extreme heat or cold, vacations and cottage time.
 - Sunday afternoon open dances have gained popularity in the recent past.

20.3 Choosing a Dance Organizing Committee

- a) **A Dance Organizing Committee (Organizing Committee) should be in place at least ten months prior to the dance - sooner if possible.**
- b) The Chair of the Organizing Committee is responsible for the overall organization of the dance

and reports directly to the Chair of EOSARDA's Dance Committee who in turn reports to the EOSARDA Board of Directors. It is essential that the Chair of the Organizing Committee be clearly identified at the earliest possible opportunity.

- c) When choosing Organizing Committee members, things to consider are:
 - The size of the Organizing Committee will depend on the nature of the dance event;
 - Some of the Organizing Committee members should have a good knowledge of the square/round dance community's expectations;
 - This is an opportunity involve new dancers;
 - All Organizing Committee members should be willing to work and be comfortable to offer ideas and critiques.
- d) The Organizing Committee determines any theme, promotion, refreshments, door prizes, decorating, dividing the Share-the-Wealth draw, and other details appropriate to the dance.

20.4 Selecting the Dance Program

- a) EOSARDA dances currently have set programs (see Appendix 1). However, this may be changed at the discretion of the Organizing Committee. A dance program may have any number of combinations:
 - I) **Multiple-level**; e.g. Basics/Mainstream/Plus/Advanced/Rounds
Considerations:
 - Requires more space and Dance Leaders
 - Two dance levels in one room? - The lower-level dancers will be sitting out every other tip. Where possible, it is preferable that Dance Leaders be able to call or cue all levels of the dance so dancers have an opportunity to dance to each Leader. However, organizers should have some leeway to consider other callers and cuers thereby giving them an opportunity to develop their skills at a larger dance.
 - ii) **Single program dance**; e.g. Only Basics / Only Rounds
Considerations:
 - Requires only one room
 - One Dance Leader may do the whole evening or two Dance Leaders may share the duties.
 - iii) **Mixed dance**; e.g. Squares and Rounds
Considerations:
 - Decide if separate rooms are required (Squares in one, Rounds in another) or whether one room will suffice (alternating tips)
 - Other considerations as in ii) above.
- c) The Organizing Committee may organize a Callers' Showcase or Round Dance Party to take place immediately prior to the commencement of the actual dance.
- d) The type of dance program needs to be determined prior to the selection of a dance location since the size and nature of the facility will be determined by the dance program.

20.5 Selecting and Booking a Facility for the Dance

- a) **Ideally the steps outlined in this section should be completed not less than six months prior to the date selected for the dance event. Where this is not possible due to school board policies every effort should be made to complete them at the earliest possible date.**

- b) Review the facilities that have been used in the past and are acceptable.
- c) Facility bookings for EOSARDA dances are the responsibility of the Chair of EOSARDA's Dance Committee or another appointed member of the Committee. However, the Organizing Committee needs to be involved in the rental process and to visit the facility to determine if it is suitable for the dance that is being planned.
- d) Considerations in choosing a facility are:
 - Availability
 - Cost
 - Suitability of the dance floor (OACA/RDTA members can help with this)
 - Acoustics (OACA/RDTA members are willing to help with this)
 - Sufficient number of suitable rooms for the dance program
 - Adequate space for cloakroom, tables and chairs, registration, draws and prizes
 - Facility for serving refreshments and food
 - Access to major highways and adequate parking
 - A SoCan license is required to play recorded music at a dance. Unless the facility has its own SoCan licence, only licensed Dance Leaders should be hired
 - Depending on the space available, boutiques (vendors) may be invited to attend.
 - The Organizing Committee will decide if;
 - there will be a charge to vendors or
 - vendors will be requested to make a donation to the dance or
 - there will be no charge to vendors.
- e) The Organizing Committee Chair needs to make contact with the responsible staff member and the Custodian at the facility to discuss such details as: access to the facility; timing of access; opening and closing of dividers; availability of chairs and tables; access to plug-ins; and location.
- f) It is essential that a responsible after-hours contact and telephone number for the facility be established in case there is any difficulty in accessing the facility or other problems are encountered.

20.6 Selecting Callers and Cuers (Dance Leaders)

- a) Dance Leaders need to be confirmed not less than six months in advance of the dance. Most Dance Leaders take bookings one to three years in advance.
- b) The selection of Dance Leaders will have the single greatest impact on dancer attendance. Hiring experienced, popular Dance Leaders will generally result in increased attendance. The EOSARDA Board should be consulted on the choice of Dance Leaders to ensure that existing Board policies are being followed.
- c) EOSARDA has the following prerequisites for hiring Dance Leaders.
 - i) Fall Fest
 - Hiring of Dance Leaders is at the discretion of the Fall Fest Organizing Committee, where possible this should be a combination of Out-of-town and local Dance Leaders.
 - ii) Frosty Fling
 - Two Callers and a Cuer are required for this dance. Both Callers should be calling for and teaching in an EOSARDA Basic club, thereby ensuring that they are current with the

teaching order and experienced with Basic dancers. Cuers should be familiar with what is being taught to beginning Round Dancers in our region.

iii) **Swing into Spring**

This dance weekend should feature two Big Name Callers and a Big Name Cuer Couple from out of our region. These are expected to work at the Friday evening and Saturday evening dances, conduct dance workshops all day Saturday and may be hired for the Sunday Mother's Day Dance at the discretion of the SVSRDA. Sufficient local Dance Leaders should also be hired to permit a full schedule of workshops and dance clinics on Saturday.

d) **When hiring Dance Leaders:**

- Prepare a list of suitable Dance Leaders who are actively calling at the level required for the dance program;
- Contact other organizations that have hosted a similar successful open dance for feedback on the same Dance Leaders on your selection list;
- Where possible speak with dancers who travel to many open dances for feedback on any particular Dance Leaders they have danced to;
- If possible, visit a club to observe a candidate Dance Leader;
- Observe for smooth calling/cueing and the ability of the dancers to complete the moves successfully;
- Is the music upbeat?
- Is the Dance Leader confident, enthusiastic and fun to dance to?

e) Once the committee has made a decision, contact the Dance Leader to determine his/her availability and to negotiate a mutually-agreed-upon fee ¹.

f) In all cases two copies of a signed agreement should be obtained, with one copy going to each of the parties. Examples of agreements are provided in Appendix 2, but details will vary from one event to another. Agreements for out-of-town Leaders should always include a cancellation clause. Copies of the agreements should be sent to the EOSARDA Treasurer so that payment cheques can be prepared. Payment is given to the Leaders at the dance.

g) Once they have been hired, the responsibility for drafting an appropriate dance schedule resides with the Dance Leaders and presenting it to the Organizing Committee for approval.

h) Leaders are expected to take responsibility for ensuring that they have the necessary equipment on hand (either their own or EOSARDA-supplied) but the EOSARDA Equipment Manager should also be contacted to ensure that back up equipment is available, including hearing assist equipment.

i) If the Organizing Committee elects to include a Callers' Showcase or Round Dance Party in the dance schedule both the Ottawa Area Callers' Association (OACA) and the Round Dance Teachers' Association (RDTA) should be contacted in advance to ensure Callers and Cuers will be available.

20.7 Budget, Publicity, and Sales

a) Budget

¹A fee schedule for EOARDA Dances has been approved by the Board. However, this schedule does not apply to events where outside Dance Leaders are hired. The remuneration to be paid to Dance Leaders at these events is subject to Board approval.

- I) At the earliest possible opportunity, the Organizing Committee should establish, in cooperation with the EOSARDA Treasurer, a Provisional Budget based on estimated income and expenses. The Provisional Budget is subject to Board approval.
 - ii) It is the Organizing Committee's responsibility to set the admission price for the dance. This will be done by taking into account the estimated costs of the event along with the past history of the event as provided by the Treasurer. The aim should be to avoid a potential loss and, if possible, make at least a small profit from the dance
 - iii) The Provisional Budget is to be up-dated as costs and revenues are finalised.
 - iv) Once the event is over, a written financial report including a profit and loss statement is to be made to the Treasurer who will report the results to the Board.
- b) Publicizing the dance
- I) Advertising for the dance should begin 9 to 12 months ahead of the event with an entry in the Calendar of Events on the EOSARDA website.
 - ii) A flyer should be prepared approximately 6 - 7 months in advance. Copies should be distributed electronically to all clubs or distributed at the Council of Dancers meeting to save mailing costs. If not all information is available at that time, a preliminary flyer should be prepared and updated later. In the poster for a winter dance the following sentence should be included: "If there is a severe winter storm, check the website eodance.ca to see if the dance has been cancelled."
 - iii) An electronic copy of the flyer is to be submitted to Square Time well ahead of the event (March/April edition of Square Time for an October dance; September/October edition for a February dance).
 - iv) The flyer should also be submitted to the Web Master for inclusion as an attachment to the Calendar of Events on the EOSARDA website. Copies should also be sent to the Ontario Federation/Canadian Society web sites.
 - v) The dance should be further publicized by use of EOSARDA's MailChimp and Broadcast message services.
 - vi) Where possible, club visits to promote the dance should be carried out by Organizing Committee members and members of the EOSARDA Board of Directors. If available, ribbons or tickets should be sold during the course of such visits. If it is decided to visit clubs, the Organizing Committee should develop a schedule of visits. A list of Member Clubs is available on the EOSARDA website. Visitors should contact the President or Caller/Cuer of the club a couple weeks before the intended visit to ensure that the time is acceptable. Ribbons and flyers must be mailed to Clubs which are not visited.
 - vii) The nature of the dance may make it newsworthy. If this is the case, and if media coverage is desired, the Organizing Committee should work with the Chair of EOSARDA's Publicity and Promotions Committee to develop and implement a Media Communications Strategy.
- c) Sales
- I) It is the Organizing Committee's responsibility to decide whether ribbons or tickets will be used for the dance. Ribbons provide more publicity than tickets since they can be displayed on club badges, but cost more to produce and have to be designed and ordered several months in advance. Ribbons for EOSARDA dances are generally purchased from John Thompson (see

Contact List, Appendix 3). To date, he has consistently had the lowest prices. Tickets may be produced on home computers or ordered from local printers. Ribbons and/or tickets should be numbered to facilitate financial control.

- ii) The Organizing Committee also has to decide whether or not there will be advanced ticket sales. The benefit of advanced sales is that they provide publicity for the event and may provide some indication of anticipated attendance. The disadvantage is that there is cost and effort involved in organizing advanced sales. Where advanced sales are to be used, the Organizing Committee may decide to set one price for advanced sales and one slightly higher price for sales at the door.
- iii) If advanced sales are to be used, the Organizing Committee must ensure that ribbons or tickets are distributed to all Member Clubs well in advance of the dance. Copies of the flyer should be sent with the ribbons. A record of all ribbons/tickets sent or given to the clubs must be maintained. This should include a record of the numbers assigned, sold and returned. A member of the Organizing Committee should be assigned responsibility for this function including supervising ribbon returns at the dance. (Appendix 4 contains sample letters and forms which can be adapted to a particular dance).
- iv) Where possible, club visits to promote the dance should be carried out by Organizing Committee members and members of the EOSARDA Board of Directors. If available, ribbons or tickets should be sold during the course of such visits. If it is decided to visit clubs, the Organizing Committee should develop a schedule of visits. A list of Member Clubs is available on the EOSARDA website. Visitors should contact the President or Caller/Cuer of the club a couple weeks before the intended visit to ensure that the time is acceptable. Ribbons and flyers must be mailed to Clubs which are not visited.
- v) **Suggestion:** Focus on selling tickets once the closest previous dance is over to prevent bombarding dancers with buying too many tickets.

20.8 Refreshments

- a) The cost of any refreshments should be included in the budget for the dance.
- b) Refreshments are an excellent opportunity for dancers to mingle and get to know each other off the dance floor. These can be as simple as cookies or as elaborate as a full lunch. The Organizing Committee decides what the refreshments will be. Cookies may be set out at a specific time or left out for the entire dance. The latter arrangement prevents dancers from leaving the dance floor “en masse” and leaving the leader with an empty dance hall.
- c) Due to increasing sensitivities, EOSARDA will do its best to provide nut-free products at its dances. Dancers should be advised to “eat at their own risk.”
- d) Although there are presently volunteers to oversee refreshments and water set-up (see Contact List, Appendix 3), they are not always available. Therefore it is the Organizing Committee’s responsibility to ensure that at least one member of the Committee is assigned to oversee refreshments and ensure that volunteers will be on hand.
- e) EOSARDA provides refreshment equipment such as coffee makers, hot water containers for tea and water jugs. The Association also has provides supplies such as sugar, stir sticks, cups, etc. for EOSARDA dances.

20.9 Recruiting and delegating club members to help at the dance

- a) To ensure the smooth running of the dance, it is important to have volunteers to look after registration, sign in, ticket sales and share-the-wealth tables as well as to assist in hall set up and the organization of refreshments.
- b) At one time, each EOSARDA sponsored dance was assigned one or more support clubs to assist. This is still the preferred way of recruiting the necessary volunteers. In recent years, however, it has become increasingly difficult to find clubs willing to help in this way, although a direct appeal to a club president may be successful. If it is not possible to recruit a club to provide this help, committee members must recruit individuals to undertake these tasks. Normally, EOSARDA Board Members will help out, but it is important to get help elsewhere as well.
- c) No matter how volunteers are recruited it is important to set up a clear list of duties and a schedule of when the volunteers are required. Appendix 5 has a sample schedule and procedures which can be adapted as required depending on dance details. Areas where help is required include the following:
 - Dance hall setup, take down, decorating and directional signage
 - Staffing ticket sales, sign in and share-the-wealth sales desk
 - Assisting with refreshment set up
- d) Where possible the Organizing Committee should arrange for students to help with set up tasks. The students may be family members of dancers or may come from the school where the dance is being held. This may assist students to meet provincial requirements for volunteer hours. No payment is required, but an honorarium would be appreciated.

20.10 Overall Organization

- a) Not later than One Week before the Dance
The Organizing Committee should ensure that arrangements have been made for the following (see the detailed check list in Appendix 6):
 - Sign-in sheets, ribbon/ticket returns sheets, extra ribbons/tickets for door sales, pens, tape, Share-the-Wealth tickets, floats for registration desk and Share-the-Wealth. Most of these items are handled by the EOSARDA Treasurer (see Contact List, Appendix 3) but the Dance Coordinator should ensure that all items are covered.
 - Refreshment and water supplies, signs to post for registration, cloak room, dance halls, road signs. These items are normally part of the refreshment supplies. (see Contact List, Appendix 3).
 - First Aid kit.
- b) The Day of the Dance
 - Organizing committee members should be the first to arrive at the facility in order to coordinate setup of tables and chairs and the refreshments.
 - Volunteer helpers should arrive shortly after.
 - Dance Coordinator needs to be “in charge” and should not have any assigned duties.
 - Announcements (if any) should be kept short. Dancers come to dance, not to listen to speeches
 - Ceremonies (if any) should not exceed 15 minutes if at all possible.

Appendix 6 includes a template sign-in sheet and Dance Coordinator’s Check List.

20.11 Dance Cancellation - Contingency Procedures

- a) It may be necessary to cancel an EOSARDA dance for reasons outside the control of EOSARDA. The most likely reason is a major storm on the day of a winter dance such as Frosty Fling. In order to deal with such a situation, the coordinator should take the following steps:
- In the poster for a winter dance the following sentence should be included:
“If there is a severe winter storm, check the website eodance.ca to see if the dance has been cancelled.”
 - If the weather forecast is for severe weather, contact the Dance Leaders to discuss whether the dance should be cancelled. The final decision rests with the Dance Coordinator.
 - If the decision is to cancel the dance, contact the Webmaster and ask that a cancellation notice be posted on the web site.
 - Arrange for broadcast messages to be sent out by the president (Dave Western) and Publicity Chair. These should be sent to all clubs with a request that the information be passed on to all club members.
 - Contact all members of the Dance Committee and any other volunteers who are helping with the dance.
 - Contact the school via the emergency number to inform of the cancellation.
 - Arrange to have a notice posted on the school door.
- b) In the case of a different kind of emergency, try and inform as many dancers as possible using the above as a guide.

20.12 Debriefing, post-dance reviews, reports, and records

- a) Once the dance is over it is time for the Organizing Committee to review all the positive and negative aspects of the dance. As part of the process, the Organizing Committee should:
- Retrieve outstanding returns from the clubs
 - Ensure that all cash is accounted for and reconciled to ribbons/tickets sold, and unused ribbons/tickets accounted for
 - Ensure that all expenses have been paid
 - Send thank-you notes
 - Ensure that complete notes and records of such details as attendance, amount of food, facility, number of volunteers have been kept
 - Review all segments of the dance – both positive and negative. What changes need to be made the next time?
 - Complete a final report for the EOSARDA Board and Council of Dancers

Chapter 20 - Appendix 1
Expected Program Content of EOSARDA Dances

Fall Fest

Participants: Experienced dancers
Program: Basic, Mainstream, Plus, Advanced, Ph.II-VI
Callers/cuers: At the discretion of the Organizing Committee
Size: 3 dance halls for: Plus, A1, A2, Ph.III-IV (Afternoon)
3 dance halls for: Basic, Mainstream, Plus, A1, Ph.II-V (Evening)
Duration: 2:00-4:30 and 7:00-10:00 p.m.
Organization: A standing sub-committee of the Dance Committee

Frosty Fling

Participants: Intended for dancers in an introductory teaching club since September.
Program: Basic, Mainstream, Easy Rounds
Callers/cuers: Callers must have a basic club in EOSARDA and must be teaching beginners.
One caller could be experienced and one could be relatively new.
Size: 1 hall for Squares, 1 hall for Rounds
Duration: 7:30-10:00 p.m.
Organization: One or more Coordinator(s)

**Chapter 20 - Appendix 2 - 1
Sample Agreements**

SAMPLE CALLER AGREEMENT FOR FROSTY FLING 2013

Name of Caller:

Address:

Telephone Number:

Dance Location: Mother Teresa High School
440 Longfields Drive
Ottawa ON K2J 4T1

Date: February 2, 2013

Caller Responsibility: 7:30 – 10:00 PM Square Dance

Equipment: Caller to provide own equipment and music.

Fee: \$_____ (including expenses, to be paid at the event)

Type of Event: Annual EOSARDA Dance
Square & Round Dancing

Dance Levels: Basic with Mainstream Tips
Easy Rounds

Contact: Gavin Currie
69 Pittaway Avenue
Ottawa ON K1G 4P1
Home: (613) 739-9395
e-mail: gavin.currie@sympatico.ca

Signature of Caller

Signature for EOSARDA

Dated: _____

Dated: _____

Chapter 20 - Appendix 2 - 2

SAMPLE CUER AGREEMENT FOR FROSTY FLING 2013

Name of Cuer:

Address:

Telephone Number:

Dance Location: Mother Teresa High School
440 Longfields Drive
Ottawa ON K2J 4T1

Date: February 2, 2013

Caller Responsibility: 7:30 – 10:00 PM Square Dance

Equipment: Cuer to provide own equipment and music.

Fee: \$_____ (including expenses, to be paid at the event)

Type of Event: Annual EOSARDA Dance
Square & Round Dancing

Dance Levels: Basic with Mainstream Tips
Easy Rounds

Contact: Gavin Currie
69 Pittaway Avenue
Ottawa ON K1G 4P1
Home: (613) 739-9395
e-mail: gavin.currie@sympatico.ca

Signature of Cuer

Signature for EOSARDA

Dated: _____

Dated: _____

Chapter 20 - Appendix 2 - 3

SAMPLE CUER AGREEMENT FOR SWING INTO SPRING 2013

Name of Cuer:

Address:

Telephone Number:

Dance Location: South Grenville District High School
1000 Edward St., North
Prescott ON K0E 1T0

Date: May 10-12, 2013

Cuer Responsibility: May 10: 7:30 – 10:00 PM Round Dance
May 11: morning and afternoon Workshops
May 11: 7:30 – 10:00 PM Round Dance

Equipment: Cuer to provide own equipment and music, or to make arrangements with the SIS equipment manager.

Fee: USD ____ (Accommodation will be provided on Fri and Sat nights and lunches on Sat and Sun. Other expenses are the responsibility of the cuer)

Type of Event: Square & Round Dance Weekend

Dance Levels: Basic, Mainstream, Plus and A1
Rounds - Phases II- IV

Contact: Gavin Currie
69 Pittaway Avenue
Ottawa ON K1G 4P1
Home: (613) 739-9395
e-mail: gavin.currie@sympatico.ca

Proviso: The Cuer agrees not to cue within a 200 km radius of the event during the fourteen (14) days before or after the event (Cuer's regular club nights exempted).

Cancellation: Either party may cancel up to 90 days prior with no financial commitment. Within 90 days, if Swing into Spring cancels, Swing into Spring guarantees payment to Cuer of ½ the agreed-upon fee; within 90 days if Cuer cancels, Cuer forfeits any fee and agrees to recommend a substitute.

Certification: Cuer certifies that he is observing all legal requirements regarding music copyright.

Signature of Cuer

Signature for Swing into Spring

Dated: _____

Dated: _____

**Chapter 20 - Appendix 3
EOSARDA Contact List**

EOSARDA President	Dave Western	613-838-5428 dlwestern@yahoo.com
EOSARDA Treasurer Bruce Warner		613-737-3687 linro@rogers.com
Dance Committee Chair	Gavin Currie	613-739-9395 gavin.currie@sympatico.ca
Ribbons Supplier	John Thomson	403-246-4440 thomsonjd@shaw.ca
Refreshments	Peter Courdin & Karen Remy	613-270-9371 petercourdin@rogers.com kremy@rogers.com
EOSARDA Dance Reps		
Fall Fest	Gavin Currie	613-739-9395 gavin.currie@sympatico.ca
Frosty Fling	Gavin Currie	613-739-9395 gavin.currie@sympatico.ca

**Chapter 20 - Appendix 4 - 1
Ribbon/Ticket Accounting**

SAMPLE LETTER TO CLUBS

Hello Dancers,

EOSARDA invites every Square and Round Dance Club to assist in the sale of ribbons for *Fall Fest 2012*.

Club Name _____

Enclosed are _____ ribbons for advance sale.

Please note there are two advance prices. Could you please write at the bottom of the ribbon the advanced price the dancer has paid.

\$15.00 per person for full day or \$8.00 per person for the evening only.

At the door, the cost is \$10.00 per person for the afternoon and \$10 per person for the evening.

Date Saturday, October 27, 2012

Location: St Patrick's High School
 2725 Alta Vista Dr.
 Ottawa, ON.

Time: see flyer

Levels of Dancing: see flyer

Please complete the form below and return it to the dance with a cheque or cash, along with any unsold ribbons. Additional information and/or ribbons may be obtained by contacting your coordinators; Bob and Marguerite Summers @ 613-258-7511 or @ margueritebob@yahoo.ca.

TICKET SUMMARY RECORD

Club Name _____

Number of ribbons sold _____ @ \$15.00 = \$ _____

Number of ribbons sold _____ @ \$8.00 = \$ _____

Cash _____ or cheque for \$ _____ enclosed.

Signed _____ Date _____

**Chapter 20 - Appendix 5 - 1
Club Support for EOSARDA Dances**

**FALL FEST 2012
27 October St Patrick's High School**

VOLUNTEERS REQUIRED

AFTERNOON

Note: School open at noon, dancing from 1:30 to 4:00PM

12:15 – 1:30 PM - Put up signs, etc: (2 persons)

12:30 – 1:00 PM - Door Sales & Registration (2 persons per desk)

Desk #1 _____

Desk #2 _____

1:00 – 1:30 PM - Door Sales & Registration (2 persons per desk)

Desk #1 _____

Desk #2 _____

1:30 – 2:00 PM - Door Sales & Registration (2 persons per desk)

Desk #1 _____

Chapter 20 - Appendix 5 - 2
FALL FEST 2012
27 October St Patrick's High School

VOLUNTEERS REQUIRED
EVENING

Note: Dancing from 7:00 to 10:00PM, school closes at 10:30PM

6:00 – 6:30P M - Door Sales & Registration: (2 persons per desk)

Desk #1 _____

Desk #2 _____

- Share the Wealth: (2 persons per desk)

Desk #1 _____

6:30 – 7:00 PM - Door Sales & Registration: (2 persons per desk)

Desk #1 _____

Desk #2 _____

- Share the Wealth: (2 persons per desk)

Desk #1 _____

7:00 – 7:30PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

Desk #2 _____

7:30 - 8:00PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

8:00 – 8:30PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

8:30 – 9:00 PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

Chapter 20 - Appendix 5 - 3

FALL FEST 2012
27 October St Patrick's High School

DESCRIPTION OF DUTIES

1. **Signs:** Put up/take down signs for washrooms, coats, dance levels, etc.
2. **Door Sales:** Collect Fees for either ½ Day (\$10) or Full Day (\$20) Registration
Ensure Dancers Sign-in
Detailed procedures will be available
Members of the Dance Committee will be available to answer questions
3. **Share the Wealth Draw:** Sell tickets/separate/place in provided box. Last couple in evening counts money; divides in half; splits prize into two or three envelopes. EOSARDA Rep. conducts draw at 9:00pm.
4. **Finances:** EOSARDA Treasurer or Chairperson handles float money and money security.

Chapter 20 - Appendix 5 - 4 REGISTRATION PROCEDURES

AFTERNOON

Dancers with ribbons

Ask the dancer to sign in.

Dancers who have ordered ribbons in advance

Check the list, tick the name off, ask for a payment of \$15, ask the dancer to sign in and record \$15 on the ribbon and in the ribbon number column.

Dancers without ribbons

If the dancer wishes to pay for only the afternoon, ask for a payment of \$10 and ask the dancer to sign in and write \$10 in the ribbon number column. No ribbon is given out.

If the dancer wishes to pay for afternoon and evening, ask for a payment of \$20, ask the dancer to sign in and write \$20 on the ribbon and in the ribbon number column.

EVENING

Dancers with ribbons

If the ribbon is for the evening only, ask the dancer to sign in.

If the ribbon is for the whole day, it is not necessary to sign in again.

Dancers who have ordered ribbons in advance

Check the list, tick the name off, ask for a payment of \$8, ask the dancer to sign in and write \$8 on the ribbon and in the ribbon number column.

Dancers without ribbons

Ask the dancer for a payment of \$10, ask the dancer to sign in and write \$10 on the ribbon and in the ribbon number column.

NOTE

The following are allowed free entry to EOSARDA dances:

- callers and cuers working the dance and their partners
- non-dancing volunteers
- invited guests

Anyone who is not paying should sign in on the separate sign-in sheet for working cuers and callers or the complimentary sheet e.g. new dancers with vouchers.

**Chapter 20 - Appendix 6 - 1
Dance Checklists**

Check List for Supplies and Equipment for the Dance

*List to be checked a week before the dance (or earlier).		
Supplies and Equipment	Check if ready	Taken to dance
First Aid kit		
Registration sign-in sheets for dancers		
Registration sign-in sheets for any complimentary attendees		
Registration sign-in sheets for Callers, Cuers, and Partners		
Ribbon return sheets		
Extra ribbons for door sales		
Signs for posting at tables: registration, Share-the-Wealth, door prizes, brochures, cloak room, refreshments		
Signs for posting for dance halls		
Share-the-Wealth tickets		
Float for Share-the-Wealth		
Float for Registration		
Coffee/tea supplies: coffee urns, tea pots, sugar, stir sticks, milk containers, cups, bottled water for callers/cuers,		
Dance program for callers/cuers		
Caller/Cuers name signs		
Opening program		
Closing program		
Envelopes for cheques for callers/cuers		
Envelopes for Share-the-Wealth prizes		
Decorations		
Pens		
Tape		
Stapler		
Scissors		
Back up music equipment		
Day of Dance		
Milk		
Ice		
Cookies		

Chapter 20 - Appendix 6 - 2
EOSARDA Dance Registration Sign-in Sheet (sample)

	Name	Club	Ribbon Number
1			
2			
3			
4			
5			
6			
7			
8			
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22			
23			
24			
25			

**Chapter 20 - Appendix 6 - 3
Dance Coordinator Check List**

Task	Assigned to	Completed
Finalize Dance Committee		
Finalize Dance Committee tasks		
Select dance program		
Selection of facility		
Contact at facility (Name & phone)		
Custodian at facility (Name & phone)		
Site visit to facility		
Facility contract to be finalized and signed		
Select and contact callers		
Agreements to Callers/Cuers		
Signed agreements received		
Prepare Square Dance program and Caller rotation		
Select Boutiques to invite		
Decide on theme, if any		
Develop proposed budget		
Set price of ribbons		
Design of flyer		
Select design & order ribbons		
Advertising in Square Time		
Advertising on Web site		
Schedule for Club visiting		
Send ribbons and flyers to Clubs		
Other advertising		
Solicit door prizes		
Decorations – theme (if any)		
Refreshments		
Order cookies		
Contact Support Clubs		
Forward list of duties		
Confirm Dance Committee members to Work with Support Clubs on various tasks: decorating, registration, door prize, ribbon returns and Share-the-Wealth table, table & chair set-up, refreshments		
Plan Opening Program		
Invite EOSARDA President		
Other presentations		
Acknowledgements: Support Clubs, other helpers		
Plan Closing Program		
Acknowledgements: callers/cuers, dancers		
Prepare announcements: <ul style="list-style-type: none"> • parking • when draws will be held • etc. 		

