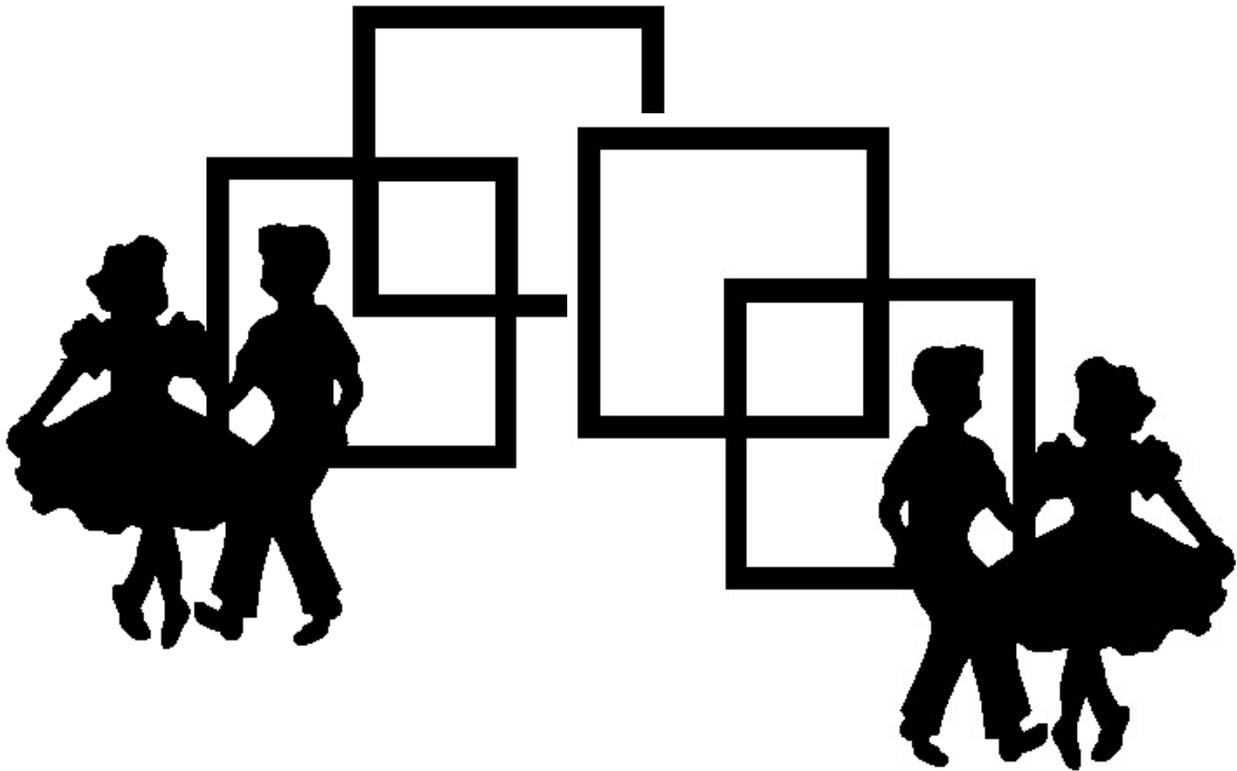


# CLUB SPECIALS



B-028

## PRELUDE

The purpose of this booklet is best explained by the following story:

### FIRST SQUARE DANCE ASSIGNMENT

John had just completed square dance lessons and joined the club for the start of his square dance career. His club has sponsored an annual square dance special for the past 25 years and he volunteered (?) to chair the Publicity Committee for the club's yearly Special Dance. This was the biggest dance of the year for his club.

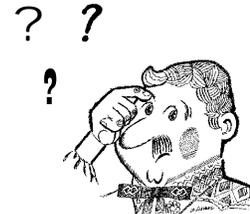
John was honored with the opportunity to assume such a responsibility and really wanted to do the best possible job. He was ready to go, anxious to get started, excited and bubbling with enthusiasm. Yet he had some fear about this "unknown" task - his first assignment, first opportunity, first chance to help his club. He relates his story as follows:

“Now, I've got one question: What do I do?”

“I'm chairman of the publicity committee, but what am I supposed to do? I'll ask the Dance Chairman. The Dance Chairman advised that he has never held the position of dance chairman or committee chairman before and he didn't know what was required of the publicity committee. He suggested that I ask the Club President. The Club President said to "just publicize the dance". That is all the guidance and assistance I received.”

Now I've got several questions that I need answered:

- What do I do?
- How do I do it?
- When do I do it?
- Where do I do it?



I'm lost, can't seem to get any answers, don't know where to find help, frustrated, discouraged and no one seems to care. Well I better consider my options:

- Don't to anything.
- Wait till someone tells me what to do.
- Pursue the problem and seek guidance, assistance and information.

I decided to pursue and push for answers and information. I searched for club guidelines or procedures for conducting a Special Dance or just for the Publicity Committee - none found. I looked for reports of the dance held last year - none found. There are no records of last year's dance - can you believe that?

I found the individual that had the publicity job last year and was told to "develop a flyer and distribute it to everyone".

Now I've really got some questions:

- What do I do?
- How do I do it?
- When do I do it?
- Where do I do it?
- What is meant by "Publicize the Dance"?
- What is a flyer?
- How do you construct a flyer?



What should the flyer contain?  
Who do you distribute it too - everyone?  
How do you distribute it?  
Who prints the flyer?  
How many do I print?  
Where can I find the information I need?  
How can I get out of this mess?  
HELP - I NEED HELP!



This job is snowballing into mass confusion and I'm not getting anywhere. Time is moving on and I don't seem to be getting any answers, just more questions, doubts, fears, and more frustrations. I'll never do this again! I checked with the other Committees and they are just about as lost as I am and the dance is just around the corner. Now I consider my options:

Resign from the Committee assignment.

Quit the club.

Don't do anything.

Wait until someone tells me what to do.

Do anything - right or wrong - just do something.

Continue to pursue the quest for information and knowledge.

NEVER, NEVER accept another assignment!

Does this sequence of events ring a bell? Have you experienced this same sad tale of woe? Probably every Committee Chairman has encountered this experience to some degree.

But why? Why should anyone have to go through this disaster? Isn't it silly or perhaps criminal for any club or their members to experience this year after year? After sponsoring an annual dance for several years there should be a great expertise developed within the club and a wealth of information and know-how available. But, naturally, it is not put on paper and documented. Therefore, the expertise drifts away with the passing of time and the poor volunteers in the following years must "reinvent the wheel" or "start from scratch".

The club should have formulated guidelines, plans, and procedures for the conduct of their Specials. They should also have final reports from the past Specials to use as a baseline or foundation to build a better dance for this year. Last year's final report should describe the pitfalls and depict the pros and cons of all of the planning events and activities, financial aspects, recommendations, attendance, scheduling problems, etc. The Club Guidelines could include the following:

- Purpose of the Special Dance
- Dance Program, Level, Theme
- Selection/Appointment of Dance Chairman
- Selection/Appointment of the Committee Chairmen and members
- Duties/Responsibilities of Dance Chairman
- Duties/Responsibilities of Committees
- Schedule of Activities
- Meetings
- Securing Facilities, Caller, Cuer, Insurance
- Final Report

The club should have a permanent "Special Dance Folder" that contains a copy of all the relevant Club

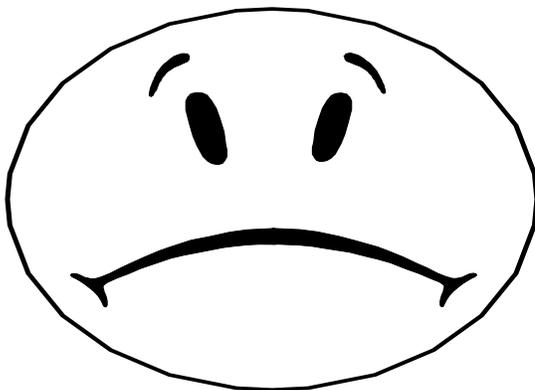
Guidelines, Procedures, "How-To" Information concerning conducting the Special and a folder for each Special Dance Committee. The Dance Folder is always maintained in an up-to-date status. The separate committee packets or folders are distributed to the various committee chairmen each year. Each packet would contain the overall plan and schedule of activities, duties and responsibilities of committees, committee schedules, samples, committee report from last year's Special, "How-To" or related information, etc. After the Special has been conducted and final reports submitted by the committees, the packets are collected, inspected to assure currency and completeness and reinserted into the permanent "Special Dance Folder." The Dance Folder is now ready for the next club Special.

Let's look at a different scenario with our new dancer and newly appointed Committee Chairman and with our new Club Dance Folder:

John has just been selected to chair the Publicity Committee for this year's Club Special. The Dance Chairman called a meeting with all the Committee Chairmen and involved personnel and explained the overall plans, dates, time, schedule, etc. He passed out the Committee Packets from the Club Special Dance Folder and requested that each person study the contents of their packet and become thoroughly familiar with the duties, responsibilities, interactions with other committees and the schedule for accomplishing their assigned tasks.

Now John has all the information he needs to accomplish his committee functions. He also has last year's report for background information and samples of what was used last year. This job will be easy and fun and he will be capable of directing the members of his committee as well as communicating intelligently to the other committees. Maybe next year he will even volunteer to be the Dance Chairman.

Do you remember your First Square Dance Assignment?



## INTRODUCTION

This leadership booklet was developed to assist those dancers and leaders who have had little or no experience in planning or conducting a large social event such as a Club Special. A Club Special is a festive affair sponsored by a club for the fun and fellowship of the local square dance community. A Club Special may also be financially rewarding to the sponsoring organization, but that should only be considered a secondary purpose of the event.

The Club Special provides clubs with an opportunity to exhibit the talents of the club members and demonstrate how creative they can be. Most dancers need music for their souls and rhythm for their feet. A good Club Special will provide whatever they need to assure an outstanding recreational dance.

Every social affair should be planned to meet specific club needs. What is planning? Webster offers a couple of definitions: "A scheme of action or procedure" or "a formulated method of doing something." In planning a Club Special and determining club needs, certain basic questions must be addressed:

1. WHY? Why are we considering a Club Special? Do we need to sponsor a Special or a club party for local dancers? Do we need to sponsor a Special to raise funds for the club? Do we want to introduce a new or super caller to local area dancers?
2. WHAT? What will make this event "Special?" What are the goals for this event? How and what will attract dancers?
3. WHO? Who is going to do the planning and work? Who will be the special attraction (caller, cuer)? Who will benefit from this event? Who is going to do the various tasks such as: publicity, set up, clean up, etc.
4. WHEN? When is the best date? What is the timeline for the Special?
5. WHERE? Where is the Special going to be held? Consider all facets - anticipated attendance; physical arrangements of dance floor, stage, chairs, tables, sound equipment; registration; displays; refreshments; etc.
6. HOW? How much is everything going to cost - dance facility, caller, cuer, prompter, instructor, travel expenses, materials, rentals, refreshments, etc.? How many dancers are needed to break even financially?

**As you can see, there are many details that must be considered in planning, promoting, publicizing, conducting and evaluating a Club Special.**

**To all Committee Chairmen -- Advanced planning is the key to a successful Club Special for all Chairmen. Learning by experience is fine, but usually carries some type of penalty for the first-time Chairman. Profiting from the experience of other Chairmen is a bonus available to all of us who are willing to invest the time to seek out and hear what they have to say.**

## PURPOSE OF A SPECIAL DANCE



### Why have a Special Dance?

1. To dance to nationally known callers/cuers: Many clubs will present an out-of-town nationally known caller/cuer as the main attraction to the dance. This provides the local dancers with exposure to a new voice, "top-of-the-line" calling, but is usually more expensive than use of local callers/cuers.
2. To sponsor a "square dance party" for other local clubs: A Club Special may be the new dancer's "dream come true" with excitement, fellowship and just plain fun. The new dancers will thrill to one of their first great dancing experiences. Experienced dancers will enjoy the party type atmosphere, fellowship and dancing to the antics of a nationally known caller/cuer.
3. To raise club operating funds: Cost is the risk for a club, since the club must be responsible for all financial transactions involved with the Club Special.

The purpose of a Club Special is to provide local dancers with a delightful dance in a festival type atmosphere, great calling, fun and fellowship, and with the club hope of breaking even or even possibly obtaining surplus funds for the Club treasury.

## ORGANIZATION

After a decision is made to sponsor a Club Special, there becomes a need to develop a committee type organization to execute the approved plans and desires of the club. A leader and a planning group are not all that is required for a successful Club Special. Other groups, committees or persons need to be involved. They are enlisted for their help in the planning process and in carrying out the conduct of the Club Special. Committees may include, but not limited to, the following:

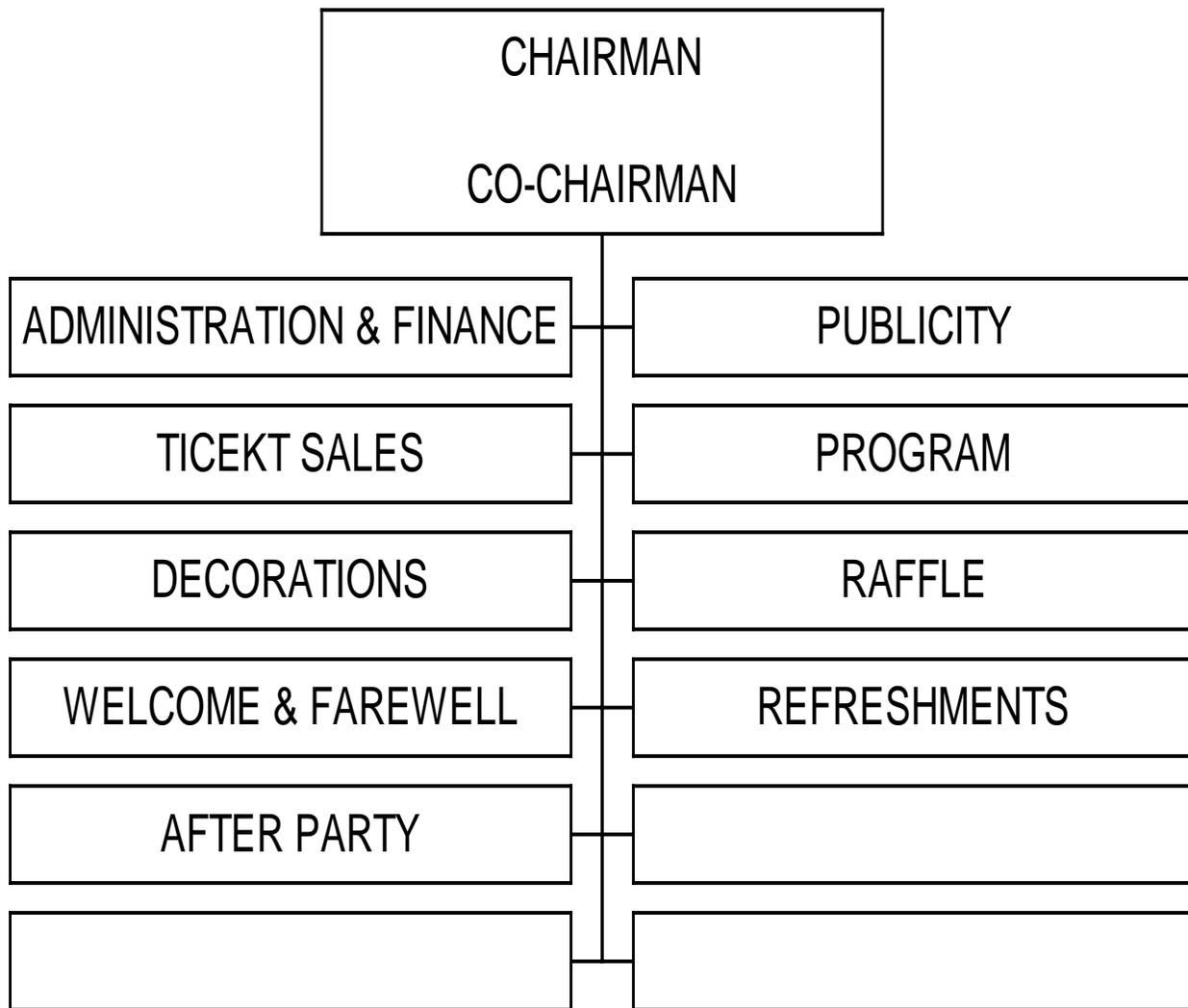
Administration Committee  
After Party Committee  
Decorations Committee  
Financial Committee  
Program Committee  
Publicity Committee  
Raffle Committee  
Refreshments Committee  
Ticket Sales Committee  
Welcome & Farewell Committee



A typical organization chart is depicted on the next page.

The group to plan and conduct a Club Special may take many different forms; just use the form that will satisfy the needs of the club.

# SPECIAL DANCE COMMITTEE



DANCE : _____
DANCE DATE : _____
MASTER OF CEREMONIES _____
CALLER : _____
CUER : _____

## SPECIAL DANCE CHAIRMAN



For a Club Special to be the very best possible, much rewarding work is necessary. Although committees do the planning and the work, an experienced leader is necessary. As the word implies, a leader "leads" or guides the committees in their thinking, planning, and carrying out the approved dance plans. The leader should not "run" the show but be committee-minded and think in the "WE" mode. The leader must consider the desires and wishes of the various committee members.

The Leader is designated as the Special Dance Chairman and is normally appointed by the Club President. The Dance Chairman and is responsible for providing the necessary leadership to assure a successful dance. An Assistant Dance Chairman may also be appointed to gain experience and may then serve as the next Dance Chairman. The Dance Chairman should assure the following functions are performed:

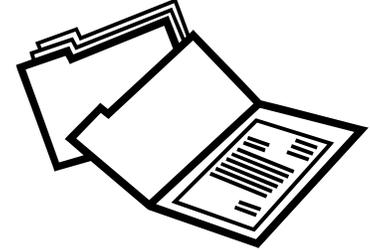
1. Background Information: Obtain the Club "Special Dance Folder" or any Special Dance background information from the Club files. Learn about the responsibilities and duties of the Dance Chairman by reading previous Special Dance Reports and Committee Reports. Don't make the same mistakes others have made.
2. Establish Dance Date & Location: This is one of the first items of business when planning the Special Dance. The date and location should be decided by the club officers and provided to the local and state dance associations to be placed on their calendars and in their dance publications as soon as possible.
3. Contact with Staff: Make an initial contact with the Special Dance Staff such as the caller, cuer, MC, etc. to determine availability and establish or confirm fees and conditions such as transportation, lodging, etc. Document all arrangements and agreements in writing. This should eliminate misunderstandings at a later date.
4. Prepare Dance Budget: This is a very important part of planning of a Club Special as it will give each Committee Chairman guidance to plan and work with and know what they can spend. Advance Sales and Admission Prices, income/expenses, etc. should be considered. This will save a lot of unnecessary problems if it is established in the very early planning stage by the Dance Chairman.
5. Select Theme: Early establishment of the dance theme will give Committee Chairmen ideas to work with.
6. Prepare Contracts: A printed contract should be prepared and forwarded to the staff members such as the caller and cuer for execution and return. If verbal contracts are made, then confirm them in writing and provide a copy to the appropriate staff members. Prepare a printed contract or confirmation of all agreements made for the dance facilities (dance space, stage, tables, chairs, parking, security, etc.). Obtain a copy of the Certificate of Insurance from the Club covering the Special Dance for the dance folder.
7. Selection of Committee Chairmen: A Club Special is only as good as the people who will be planning the Special. Therefore, select good, responsible, hard-working club members to head up the dance Committees. Encourage the Committee Chairmen to include all Club members to promote harmony and unity.



Everyone can do some job for this Club function. Prepare a Dance Organization Chart. Folders for the Special Dance Committee and each Committee are most desirable and should depict the duties, responsibilities, timetable, etc. for each function.

8. Committee Meetings: Schedule all committee meetings in advance and place on the Club Calendar to assist the Committee Chairmen in planning their activities and promote attendance at the meetings. Schedule approximately three committee meetings prior to the Special Dance to accomplish the following:

Development and review initial Dance Plans and distribution of Committee Folders, and Organization Chart.



Develop and review detailed Dance Plans.

Review Dance preparation status prior to Dance:

Decorations	Caller	Cuer
Announcements	Facilities	MC
Refreshments	Advance Sales	Raffle
Dance Level	Welcome	Farewell
Program	Set-up	Clean up
Insurance	Security	Emergencies
Signs	Banner	Costs
Schedule	Final Report	Sound
Publicity	Visitations	Registration
Spectators	Utilities	Recognitions

8. Prepare a Final Dance Report: The final wrap-up report is very essential to assist the next Dance Chairman in planning a Club Special. Document all activities undertaken by the Dance Chairman, incorporate or summarize all Committee Reports and provide a Final Dance Report to the Club President immediately following the event. The Report should contain facts, figures, quantities, deposits, disbursements, profits, losses, schedules, recommendations and other details that will be of benefit to the next Dance Chairman. The final report is not a Thank You or social dialog, but is a historical document to help the next Dance Chairman. Place a copy of the Final Dance Report in the Club Dance Folder, collect all Committee Folders and return the Special Dance Folder to the Club President.



## TYPICAL SPECIAL DANCE CALENDAR

(Dance to be held in December)



### January

Develop preliminary dance plans, date, location, caller, cuer, MC, etc. (Club Board of Directors)

Dance Chairman and Assistant Dance Chairman appointed. The Assistant Dance Chairman may serve as the next Special Dance Chairman. (Club President or Club Board of Directors)

Date for dance confirmed in writing, letter and contract sent to Caller, Cuer, MC, fees confirmed, with copies to Dance Chairman and Club President. (Club Secretary)

Dance facility for special dance confirmed in writing, with copies to Dance Chairman and Club President. (Club Secretary)

Area & State Dance Publications notified of scheduled dance, giving details. (Club Secretary)

### March

Committee Chairmen appointed. Organization chart and Committee Folders (if available) distributed to Committee Chairmen. If Committee Folders do not exist, it is recommended that they be developed for future use by the Club. (Dance Chairman)

### April

First Special Dance Committee Meeting held, with all Committee Chairmen in attendance. (Dance Chairman)

Initial Program Plans (DRAFT) presented at first committee meeting. (Dance Chairman)

Final Program Plan distributed to all Committees. (Program Committee)

### May

Committee Members appointed. (All Committee Chairman)

Detailed Committee Plans reviewed with the Dance Chairman. (All Committees)

Review and approval of all detail Committee Plans. (Dance Chairman)

### June

Date, time, location of dance and points of contact sent to Caller, Cuer, MC and Dance Facilities contact, with copies of correspondence to Dance Chairman. (Administration & Finance Committee)

Assure Certificate of Insurance is provided for the dance. (Administration & Finance Committee)

Dance Flyer designed, printed and distributed. (Publicity Committee)

Advance Sales Tickets designed and printed. (Ticket Sales Committee)

Raffle Tickets, flyers, posters designed and printed. (Raffle Committee)

Plan advertising in area newsletters and/or magazines for dance flyer. (Publicity Committee)

Host, Staff, Special Ribbons ordered. (Program Committee)

## July

Second Special Dance Committee Meeting -- review plans and preparation status of each committee.  
(Dance Chairman)

Raffle prizes solicited. (Raffle Committee)

Information submitted to Publicity Committee for Press Releases. (All Committees)

## August

Press Releases and/or advertising issued. (Publicity Committee)

Raffle prizes solicited. (Raffle Committee)

## September

Press Releases and/or advertising continues. If it seems necessary, letters prepared explaining the dance.  
(Publicity Committee)

Publicity Letters prepared. (Publicity Committee)

Raffle prizes solicited. (Raffle Committee)

## October

Date, time, location of dance and points of contact released (second time) as a reminder to the Caller, Cues, MC, and Dance Facilities Head. Requests particulars from Caller and Cues concerning arrival time, method of transportation, equipment, lodging, etc. with copies of correspondence to Dance Chairman. (Administrative & Finance Committee)

Publicity Letters released. (Publicity Committee)

Raffle prizes solicited. (Raffle Committee)

## November

Third Special Dance Committee Meeting -- to review status of dance preparation by each committee.  
(Dance Chairman)

Refreshments solicited. (Refreshments Committee)

Raffle prizes solicited. (Raffle Committee)

Raffle Drum or Box obtained. (Raffle Committee)

## December

Other Special Dance Committee Meetings held as required. (Dance Chairman)

### Special Dance Held!

Hall decorated. (Decorations Committee)

Welcome and Farewell workers at the door. (Welcome & Farewell Committee)

Refreshment, Admission, Raffle, Publicity Table set up. (Refreshments, Ticket Sales, Raffle, Publicity Committees)

Raffle sales, Admissions personnel at door. (Raffle, Ticket Sales Committees)

Refreshments provided. (Refreshments Committee)

Raffle drawing. (Raffle Committee)

After Party. (After Party Committee)

Thank You letters to workers and supporters sent out. (All Committees)

Final post-publicity Press Release issued. (Publicity Committee)

Committees prepare and submit their report to Dance Chairman. (All Committees)

Committee Dance Folders updated and returned to Dance Chairman. (All Committees)

## January

Final Dance Report presented to Club Board of Directors. (Dance Chairman)

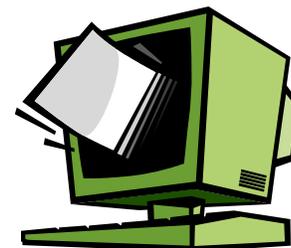
Club Dance Folder updated and returned to Club President. (Dance Chairman)

## PROGRAM COMMITTEE



The Program Committee is responsible for the development of a balanced program for the Club Special. The Program Committee works far in advance of the actual dance and their planning effort will formalize the program guidance for other Committees. The Program Committee should undertake the following tasks:

1. Obtain the Program Committee Folder from the Dance Chairman. Learn about the responsibilities and duties of the Program Committee by reading previous Final Special Dance Reports, previous Program Reports, and related programming material.
2. Select a group of club members to be part of the Program Committee.
3. Develop a draft Program Plan and Schedule for this Special Dance. The Plan should consider date, location, theme, caller, cuer, MC, dance program levels, schedule, ribbons, insurance, etc. Define and schedule all activities planned for the Special Dance. Consider the schedules and events listed on the Sample Program (Item #1) and other events such as exhibitions, awards, presentations, raffle drawings, etc. Also consider inviting Handicapable Clubs to observe or provide an exhibition of their dancing capabilities. Submit a copy of the Program Plan to the Special Dance Chairman for approval.
4. Order "HOST" or "STAFF" or any special ribbons that will be needed for the Special Dance.
5. Issue copies of the approved Program Plan to all Committee Chairmen.
6. Assure that the Administration & Finance Committee has received written confirmation, contracts, sound arrangements, etc. of caller, cuer, and MC, and facilities.
7. Assure that the Club Certificate of Insurance provides appropriate insurance coverage for the event.
8. Prepare Thank You notes, letters, etc. to Committee Members.
9. Document all activities undertaken by the Program Committee and provide a Report to the Special Dance Chairman immediately following the event. The Program Report should contain facts, figures, costs incurred, schedules, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Program Chairman. The report is not a thank you or social dialog, but is to help the next Program Committee. Place a copy of the Program Report in the Program Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
10. Attend Special Dance meetings as called by the Special Dance Chairman.



## PROGRAM COMMITTEE SCHEDULE



### March

Obtain the Program Committee Folder from the Dance Chairman. Begin learning Program Committee responsibilities, duties, schedules, etc.

### April

Prepare the initial Program Plan and present it at the first Special Dance Committee Meeting. Assist in the discussion and development of the overall dance program and plans. Finalize the Program Plan and distribute to all dance Committees.

### May

Meet with the Publicity Committee to assist in the development of the Publicity Plan for the Special Dance.

### June

Order Host, Staff, Special Ribbons.

### July

Attend second Special Dance Committee Meeting and provide status of Program Committee activities.

### November

Attend third Special Dance Committee Meeting and provide status of Program Committee activities.

### December

Attend and monitor the Special Dance and make note of any suggestions or recommendations for changes for the Program Plan of the next Club Special.

Assure that the Administration & Finance Committee prepare and distribute Thank You notes and letters to the caller, cuer, MC, facilities, etc.

Update Program Committee Folder and return it to the Special Dance Chairman.

Live Lively -



Square Dance!

## ADMINISTRATION & FINANCE COMMITTEE



It is the responsibility of the Administration & Finance Committee to accomplish the administrative and financial aspects of the Special Dance. The Administration & Finance Committee Chairman should undertake the following tasks:

1. Obtain the Administration & Finance Committee Folder from the Dance Chairman. Learn about the responsibilities and duties of the Committee Chairman by reading previous Final Special Dance Reports and Administration & Finance Committee Reports.
2. Select a group of club members to be part of the Administration and Finance Committee. Consider using the Club Secretary and Treasurer as members of this Committee.
3. Develop an Administration & Finance Plan and Schedule for this Special Dance. The Plan should consider all administrative and financial activities planned for the Special Dance such as all caller, cuer contracts; facility rental agreements; Certificate of Insurance; payment of all dance expenses; collection and deposit of advance ticket funds, door admission funds; etc. Submit a copy of the Administration & Finance Plan to the Dance Chairman for approval.
4. Prepare and process all correspondence and contracts for caller, cuer, MC, etc. (Item #2)
5. Assure that the hall has been scheduled and rental agreement processed.
6. Payment of all expenses such as caller, cuer, facility, reimbursement of all dance expenses, etc.
7. Maintain records and account for all receipts and disbursements.
8. Provide operating funds as required.
9. Prepare Thank You notes, letters, etc. to Committee Members.
10. Document all activities undertaken by the Administration & Finance Committee and provide a report to the Special Dance Chairman immediately following the event. The Report should contain facts, figures, quantities, deposits, disbursements, profits, losses, schedules, recommendations and other details that will be of benefit to the next Committee Chairman. The report is not a thank you or social dialog, but is to help the next Administration & Finance Committee. Place a copy of the Administration & Finance Report in the Committee Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
11. Attend Special Dance meetings as called by the Dance Chairman.



## ADMINISTRATION & FINANCE SCHEDULE



### March

Obtain the Administration & Finance Committee Folder from the Dance Chairman.  
Begin learning Administration & Finance Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Administration & Finance Committee as needed.

Meet with members of the Administration & Finance Committee and develop the Administration & Finance Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### July

Attend second Special Dance Committee Meeting and provide status of Administration & Finance Committee activities.

### October

Send information letter to caller and cuer advising of date, time, location of dance, and points of contact and facilities head. Request particulars from caller and cuer concerning arrival time, method of transportation, equipment, lodging, etc. with copies of correspondence to Dance Chairman.

### November

Attend third Special Dance Committee Meeting and provide status of Administration & Finance Committee activities.

### December

Attend Special Dance

Prepare and submit Administration & Finance Report.

Prepare and distribute Thank You notes to all workers.

Update Administration & Finance Committee Folder and return it to the Special Dance Chairman.



## PUBLICITY COMMITTEE

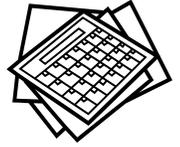


The Publicity Committee is responsible for the development and distribution of information concerning all aspects of the Club Special. The Publicity Committee works far in advance of the actual event and their planning effort will depend on the type of publicity and promotional techniques they use. The Publicity Committee should undertake the following tasks:

1. Obtain the Publicity Folder from the Dance Chairman. Learn about the responsibilities and duties of the Publicity Chairman by reading previous Final Special Dance Reports, previous Publicity Reports, and related promotional material. Study the responsibilities of every other Committee of the Special Dance organization. The Publicity Committee will probably be in contact with every Committee while developing dance publicity for the Special Dance.
2. Select a group of club members to be part of the Publicity Committee.
3. Develop a Publicity Plan and Schedule for this Special Dance. Define all activities planned for the publicity effort. Submit a copy to the Club Dance Chairman for approval.
4. Design a flyer that will be attractive and catch the eye. Be sure to include the what, when, where, how much, dance level, theme, location, caller, cuer, MC, other details. Have copies run off and available for early distribution.
5. Prepare letters to be sent with copies of the flyer to all clubs within range of the Special Dance to invite their officers and members to attend. Ask clubs to post a flyer and make copies available to any of their dancers who may have space available where flyers could be posted. Ask the clubs to announce the event during their own dances.
6. Prepare letters to radio stations, TV stations, newspapers, organizations with electronic signboards and public service organizations requesting announcement of the Special Dance.
7. Prepare letters to area callers, cuers, prompters, and instructors with complimentary tickets to entice them to announce the Special Dance, attend and bring their dancers.
8. Provide for a photographer to take pictures of the dance activity for use in after-event publicity and club scrapbooks. Also provide for display of Club Banners and tables near the hall entrance to display flyers, square dance and hospitality information.
9. Prepare Thank You notes, letters, etc. to Committee Members and supporters.
10. Prepare a Recap of the Special Dance for distribution to local newspapers and square dance media. This is to serve as publicity for the club and support for future Special Dances.
11. Document all activities undertaken by the Publicity Committee and provide a Report to the Special Dance Chairman immediately following the event. The Publicity Report should contain facts, figures, costs incurred, schedules, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Publicity Chairman. The report is not for a Thank You and a social dialog, but is to help the next Publicity Committee. Place a copy of the Publicity Report in the Publicity Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
12. Attend Special Dance meetings as called by the Dance Chairman.



## PUBLICITY SCHEDULE



### March

Obtain the Publicity Committee Folder from the Dance Chairman. Begin learning Publicity Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Publicity Committee as needed. Meet with members of the Publicity Committee and develop the Publicity Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### June

Design and print Flyers.

Contact Editor of local square dance media and request reservation of front page of November issue for display of Special Dance flyer.

### July

Attend second Special Dance Committee Meeting and provide status of Publicity Committee activities.

### August

Obtain information about the Special Dance from other Committees and prepare and distribute press releases to local and square dance media.

### September

Prepare letters to clubs, radio stations, TV stations, newspapers, organizations with electronic signboards and public service organizations requesting announcement of the Special Dance.

Prepare letters to be sent to area callers, cuers, prompters, and instructors with "complimentary" tickets to entice them to announce and support the Special Dance.

Prepare and distribute press releases to local and square dance media.

Remind Editor of local square dance newsletter of the November front page request.

### October

Release Publicity letters.

### November

Attend third Special Dance Committee meeting to review status of Committee activities.

Prepare and distribute "reminder" letters or post cards to area clubs.

## December

Set up display tables near entrance of hall.

Attend Special Dance and take photographs of the event.

Prepare and submit Publicity Report.

Submit photographs to Club Historian for Club Scrapbook.

Prepare and distribute Thank You notes and letters.

Prepare publicity "Recap" of the dance and distribute to local and square dance media. Use photographs if deemed advisable.

Update Publicity Folder and return it to the Special Dance Chairman.



## TICKET SALES COMMITTEE



The Ticket Sales Committee is responsible for the planning and conduct of the sale of "Advance Ticket Sales" and "Door Ticket Sales". A vigorous Advance Ticket Sales Program provides a good estimate of the number of dancers that are planning to attend the event and may help avoid a financial disaster in case of sudden bad weather. Ticket sales are the prime source of funds necessary to pay expenses of the Special Dance and the host caller. A successful ticket sales program can also provide operating funds for the Club. Early planning must be accomplished to assure a successful turnout to the dance. The Ticket Sales Committee begins work in advance of the actual event and their planning and execution efforts will determine the financial success of the dance. The Ticket Sales Chairman should undertake the following tasks:

1. Obtain the Ticket Sales Committee Folder from the Special Dance Chairman. Learn about the responsibilities and duties of the Ticket Sales Chairman by reading previous Final Special Dance Reports, previous Ticket Sales Reports, and related material.
2. Select a group of club members to be part of the Ticket Sales Committee. This should include sales personnel visiting other clubs and personnel to man the admission table.
3. Develop a Ticket Sales Plan and Schedule for this Special Dance. Determine if there will be advance sales, admissions only at the door or both. Determine if "complimentary" tickets will be used for publicity and promotion. Confirm advance and door admission price and determine the quantity of tickets required, sales plans, distribution, control of tickets, etc. Determine if dancer and caller registration or sign-in will be conducted at the admission table. Determine costs for spectators, youth, etc. Determine requirements such as signs, tables, chairs, locations, and funds required for change, security of funds, etc. Determine location of admission tables so as to assure the collections from all dancers entering the facility and also to assure rapid transactions at the door with minimal delay. Determine schedule for all actions required such as set-up, clean-up, manning, disposition of door funds.
4. Design Advance Sale Admission Tickets and be sure to include the what, when, where, how much, date and time of the dance, callers, and cuers and other information that will assist in the sale of tickets. Admission tickets should be numbered and a distribution control sheet maintained. The tickets can be made very easily on a computer and run off on a Xerox using heavy colored paper. Some printers or business firms will donate the cost of tickets if their advertisements are printed on the reverse side.
5. Coordinate with the Publicity Chairman about the advance ticket sales plans and have tickets run off and available for early distribution. Provide "complimentary" tickets and ticket information to the Publicity Chairman to incorporate with copies of the dance flyer and letters to callers, cuers, instructors and all clubs within range of the Special Dance.



6. Distribute Advance Sale tickets for sale and with instructions to return stubs and funds by a certain date. Several methods may be used in the sale of advance tickets:
  - a. Sale by club members. Ticket Sales Chairman is not required to sell tickets, but to take the necessary action to see that the tickets are sold. The Ticket Sales Chairman should distribute the tickets in blocks of ten or more tickets to the club members.
  - b. Consider taking or sending a block of tickets to area clubs for them to sell to their dancers, returning the funds and ticket stubs to you. Maintain strict control and advise the club when tickets are left with them of return dates, etc.
  - c. Offer an incentive to club members, groups, and other clubs that sell the most tickets.
  - d. Schedule visitations to area clubs to push the sale of advance tickets.
7. Make arrangements to have someone set up the admission table, table cloths, registration forms, signs, cash boxes with operating funds, etc. approximately one hour prior to start of dance.
8. Prepare Thank You notes, letters, etc. to Committee Members.
9. Document all activities undertaken by the Ticket Sales Committee and provide a Report to the Special Dance Chairman immediately following the event. The Ticket Sales Report should contain facts, figures, costs incurred, registration statistics, schedules, donors, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Ticket Sales Chairman. The report is not for a Thank You and a social dialog, but is to help the next Ticket Sales Committee. Place a copy of the Ticket Sales Report in the Ticket Sales Committee Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
9. Attend Special Dance meetings as called by the Dance Chairman.



## TICKET SALES SCHEDULE



### March

Obtain the Ticket Sales Committee Folder from the Dance Chairman. Begin learning Ticket Sales Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Ticket Sales Committee as needed.

Meet with members of the Ticket Sales Committee and develop the Ticket Sales Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### June

Design and print Admission Tickets.

### July

Attend second Special Dance Committee Meeting and provide status of Ticket Sales Committee activities.

### August

Prepare and submit ticket sales information to the Publicity Committee for development and distribution of press releases to local and square dance media.

### October

Distribute tickets to club members, other clubs, etc. for sale.

Push advance sale of Tickets by visitations, correspondence, and announcements at clubs.

### November

Push advance sale of Tickets by visitations, correspondence, and announcements at clubs.

Instruct and schedule Admission personnel to collect advance sale tickets, sell admissions, and conduct dancer/caller registration at the door. Prepare a large size sign with admission prices and locate in a visible position to assist in the door operations.

Attend third Special Dance Committee Meeting and provide status of Ticket Sales Committee activities.

### December

Set up Admission and Registration Tables and signs.

Attend Special Dance

Conduct door admission and registration activities.

Report total income from the door and advance sales to the Dance Chairman immediately when the

Admission Table is closed. This will allow the Dance Chairman to determine the amount to be paid to the caller/cuer if their fee is based upon the gate proceeds.

Prepare and submit Ticket Sales Report.

Prepare and distribute Thank You notes to all workers.

Update Ticket Sales Folder and return it to the Special Dance Chairman.



## DECORATIONS COMMITTEE



The Decorations Committee is responsible for decorating the stage and dance hall for the Special Dance. The Decorations Committee's primary effort is just prior to the actual event and their planning effort will depend on the type of decorations used. Upon appointment by the Special Dance Chairman, the Decorations Committee should undertake the following tasks:

1. Obtain the "Decorations Folder" from the Special Dance Chairman. Learn about the responsibilities and duties of the Decorations Committee by reading previous Final Special Dance Reports, previous Decoration Committee Reports, and related material.
2. Select a group of club members to be part of the Decorations Committee. Be sure that there are enough people on this committee so that no one person is exhausted before the event.
3. Develop a Decorations Plan and Schedule for this Special Dance. If a theme is to be used, then appropriate decorations are in order. Know your space limitations and restrictions prior to deciding on the type of decorations to be used. Will these be donated, borrowed, fabricated or purchased? How will they get to the hall? Who will put them up? Who will take them down? What time will the hall be opened to decorate? What part of the hall can be used? Can tacks be used or only masking tape? How much room will be required by the caller? Define decorations to be used, source of decorations, plans for set-up and teardown, transportation, storage, costs, etc. Submit a copy of the Decorations Plan to the Special Dance Chairman for review and approval.
4. Construct, borrow, buy props, greenery, etc. for decorations.
5. Set-up decorations, and remove at end of event.
6. Prepare Thank You notes, letters, etc. to Committee Members and supporters.
7. Document all activities undertaken by the Decorations Committee and provide a Report to the Special Dance Chairman immediately following the event. The Decorations Report should contain facts, figures, costs incurred, schedules, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Decorations Chairman. The report is not for a Thank You and a social dialog, but is to help the next Decorations Committee. Place a copy of the Decorations Report in the Decorations Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
7. Attend Special Dance meetings as called by the Dance Chairman.



## DECORATIONS SCHEDULE



### March

Obtain Decorations Committee Folder from the Dance Chairman. Begin learning Decorations Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Decorations Committee as needed.

Meet with members of the Decorations Committee and develop the Decorations Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### June

Determine source of decorations and assure construction plans are executed in a timely manner.

### July

Attend second Special Dance Committee Meeting and provide status of Decorations Committee activities.

### November

Inventory decorations and make last minute changes.

Attend third Special Dance Committee Meeting and provide status of Decorations Committee activities.

### December

Attend Special Dance

Prepare and submit Decorations Report.

Prepare and distribute Thank You notes and letters.

Update Decorations Folder and return it to the Special Dance Chairman.

## RAFFLE COMMITTEE



The Raffle Committee is responsible for the planning and conduct of the Raffle Program. A vigorous Raffle Program provides considerable funds to pay expenses of the Special Dance and may also provide surplus funds for the Club treasury. Early planning must be accomplished to assure a successful Raffle. The Raffle Committee works far in advance of the actual event and their planning effort and successes will depend on the type of Raffle Prizes and the early publicity obtained. The Raffle Chairman should undertake the following tasks:

1. Obtain the Raffle Folder from the Special Dance Chairman. Learn about the responsibilities and duties of the Raffle Chairman by reading previous Final Special Dance Reports, previous Raffle Reports, and related material. Study the responsibilities of every other Committee of the Special Dance organization.
2. Select a group of club members to be part of the Raffle Committee.
3. Develop a Raffle Plan and Schedule for this Special Dance. Determine type and quantities of raffle/door prizes, plans for solicitation of prizes, design of raffle tickets, distribution, control of tickets, drawing, etc. If "door prizes" and "raffle prizes" are planned for the Special Dance, to claim a door prize requires the individual to be in attendance at the dance. Raffle prizes do not require the winner to be present. Submit a copy of the plan to the Club Dance Chairman.
4. Design raffle tickets and a raffle flyer or information sheet that will be used by club members to entice others to buy raffle tickets. Be sure to include the what, when, where, how much, date and time of the raffle drawing, list of the raffle prizes and other raffle information that will assist in the sale of raffle tickets. Raffle tickets should be numbered and a distribution control sheet maintained. Raffle tickets can be made very easily on a computer and run off on a Xerox using heavy colored paper. Some printers or business firms will donate the cost of tickets if their advertisements are printed on the reverse side. Pre-printed two-part theater style tickets may also be used for door prize tickets.
5. Coordinate with the Publicity Chairman about the raffle plans and have raffle tickets and copies of the raffle flyer or information sheet run off and available for early distribution. Submit copies of the raffle information to the Publicity Chairman to be incorporated with copies of the dance flyer and letters to all clubs within range of the Special Dance.
6. Distribute raffle tickets for sale and return of stubs and funds by a specific date. Several methods may be used in the sale of raffle tickets:
  - a. Sale by club members. Raffle Chairman is not required to sell tickets, but only to take the necessary action to see that the tickets are sold. Raffle Chairman should distribute the tickets in blocks of ten or more tickets to the club members.
  - b. Do not ask a friend to buy a ticket, instead, ask him/her to sell ten tickets for you. If there is hesitation, reduce the request to five.
  - c. Offer an incentive to club members, groups, other clubs that sell the most tickets.
  - d. A local merchant may be willing to purchase fifty or a hundred tickets to give to his customers and



stamp on the back "COMPLIMENTS OF \_\_\_\_\_".

7. Solicit area business firms, commercial concerns, merchants, individuals, for raffle prizes, gift certificates, discounts, free meals, turkeys, hams, etc. If necessary purchase raffle prizes.
8. Make arrangements to have someone at the registration table to collect raffle ticket stubs and corresponding funds. Make a raffle poster or signs for the registration table.
9. Conduct drawing at the dance, using drum type container, box, etc. To reduce potential dancing down-time, a listing of prizes and winners may be prepared in rear of hall and posted on a large bulletin board.
10. Prepare Thank You notes, letters, etc. to Committee Members and donors of raffle prizes.
11. Document all activities undertaken by the Raffle Committee and provide a Report to the Special Dance Chairman immediately following the event. The Raffle Report should contain facts, figures, costs incurred, schedules, donors, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Raffle Chairman. The report is not for a Thank You and a social dialog, but is to help the next Raffle Committee. Place a copy of the Raffle Report in the Raffle Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
12. Attend Special Dance meetings as called by the Dance Chairman.



## RAFFLE SCHEDULE



### March

Obtain the Raffle Committee Folder from the Dance Chairman. Begin learning Raffle Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Raffle Committee as needed.

Meet with members of the Raffle Committee and develop the Raffle Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### June

Design and print Raffle Flyers, Posters, and Tickets.

### July

Attend second Special Dance Committee Meeting and provide status of Raffle Committee activities.

Solicit raffle prizes.

### August

Prepare and submit raffle information to the Publicity Committee for development and distribution of press releases to local and square dance media.

### September

Solicit raffle prizes.

### October

Solicit raffle prizes.

### November

Solicit raffle prizes.

Obtain raffle drum or container for drawing.

Instruct and schedule raffle ticket sellers to operate at the door. Sellers must be vocal and push the sale of raffle tickets - a major source of club operating funds. A large size sign and/or list of prizes must be visible where the raffle ticket sales are being made.

Attend third Special Dance Committee Meeting and provide status of Raffle Committee activities.

## December

Attend Special Dance

Sell raffle tickets at the door.

Conduct raffle drawing. To save dance time, the drawing may be accomplished in a back room or back of the dance hall, with winning numbers posted on a "WINNERS" poster board at the back of the dance hall. The dancers then could view the poster board and winners claim their prize.

Prepare and submit Raffle Report.

Prepare and distribute Thank You notes and letters to all donors and workers.

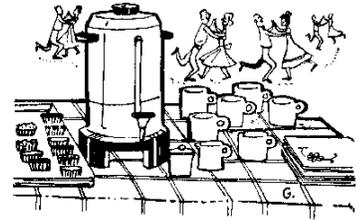
Update Raffle Folder and return it to the Special Dance Chairman.

## REFRESHMENTS COMMITTEE



The Refreshments Committee is responsible for assuring that refreshments are provided at the Special Dance. Refreshments have been a symbol of hospitality for many ages. There is something very heart-warming and friendly about chatting over a cup of coffee and munching on a tidbit - or a doughnut. It brings people closer together and promotes warmth and friendship. The Refreshment Committee's primary effort is just prior to the actual event and their planning effort will depend on the type of refreshments provided. The Refreshments Chairman should undertake the following tasks:

1. Obtain the Refreshments Folder from the Special Dance Chairman. Learn about the responsibilities and duties of the Refreshments Chairman by reading previous Final Special Dance Reports, previous Refreshments Committee Reports, and related material.
2. Select a group of club members to be part of the Refreshments Committee. Have enough people involved in the food preparation, serving and clean-up.
3. If a theme is used for the dance, appropriate decorations and refreshments are in order. Develop a Refreshments Plan and Schedule for this Special Dance. Determine the time the refreshments will be served. Most callers do not like their dance program interrupted with serving of refreshments. The build-up of the dance program is lost, dancers fail to return to the dance floor and the event is all down hill from that time on. Consider a shorter dance time and a social period at the end of the dance or open the refreshments after the last tip starts. This will preclude a long line of dancers at the refreshment tables. Determine type of refreshments to be served, hot drinks or cold drinks or both, finger foods such as sandwiches, relish trays, chips, dip, desserts, etc. Determine source of refreshments (purchase, club members donations, other sources), etc. Plan for accessory equipment such as coffee urns, ice containers, eating and serving utensils, plates, bowls, cups, glasses, decorations for refreshment tables, chairs, tables, table cloths, etc. Plan for the set-up and clean up, location for refreshments, environment considerations such as heaters, lights, tarps, ropes, etc. Estimate committee costs. Submit a copy to the Club Dance Chairman.
4. "Sign-up" sheets are normally necessary when soliciting donations from club members and should be initiated well in advance of the dance to permit planning for the refreshments.
5. Appoint a telephone committee to remind those involved, just prior to the dance, of the time, place and what it is they are to bring.
6. Prepare Thank You notes, letters, etc. to Committee Members and supporters.
7. Document all activities undertaken by the Refreshments Committee and provide a Report to the Special Dance Chairman immediately following the event. The Refreshments Report should contain facts, figures, quantities, types of refreshments provided, sources, costs incurred, schedules, points of contact, names, addresses, phone numbers, comments, recommendations and other details that will be of benefit to the next Refreshments Chairman. The report is not for a Thank You and a social dialog, but is to help the next Refreshments Committee. Place a copy of the Refreshments Report in the Refreshments Committee Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
8. Attend Special Dance meetings as called by the Dance Chairman.



## REFRESHMENTS SCHEDULE



### March

Obtain Refreshments Folder from Dance Chairman. Begin learning Refreshments Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Refreshments Committee as needed.

Meet with members of the Refreshments Committee and develop the Refreshments Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### July

Attend second Special Dance Committee Meeting and provide status of Refreshments Committee activities.

### November

Solicit refreshment donations from club members by use of "sign-up" sheets.

Attend third Special Dance Committee Meeting and provide status of Refreshments Committee activities.

### December

Use telephone committee to remind refreshment donors.

Attend Special Dance

Prepare and submit Refreshments Report.

Prepare and distribute Thank You notes and letters.

Update Refreshments Folder and return it to the Special Dance Chairman.

## WELCOME & FAREWELL COMMITTEE

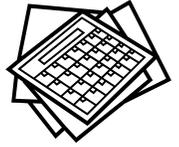


The Welcome & Farewell Committee is responsible for presenting a friendly appearance to the dancers as they arrive, bidding them welcome and demonstrating true club hospitality. At the end of the dance, the Committee should stand at the door and bid farewell to the dancers and thank them for attending, then assure the facilities are cleaned before securing the building. The Welcome & Farewell Committee Chairman should undertake the following tasks:

1. Obtain the Welcome & Farewell Committee Folder from the Dance Chairman. Learn about the responsibilities and duties of the Committee by reading previous Final Special Dance Reports and Welcome & Farewell Reports.
2. Select a group of club members to be part of the Welcome & Farewell Committee. It is always nice if club officers could participate in the functions of this Committee.
3. Develop a Welcome & Farewell Plan and Schedule for this Special Dance. The Plan should consider location and schedule for all Welcome & Farewell activities planned for the Special Dance. Submit a copy of the Welcome & Farewell Plan to the Dance Chairman for approval.
4. Remind those involved, just prior to the dance, of the time, place and what is expected of them. Committee members should be on site 45 minutes prior to the dance start time. The Committee should also assure the facilities are clean and proper prior to securing the facilities.
5. Prepare Thank You notes, letters, etc. to Committee Members.
6. Document all activities undertaken by the Welcome & Farewell Committee and provide a Report to the Special Dance Chairman immediately following the event. The Report should contain facts, figures, quantities, costs incurred, schedules, recommendations and other details that will be of benefit to the next Welcome & Farewell Committee Chairman. The report is not for a Thank You and a social dialog, but is to help the next Welcome & Farewell Committee. Place a copy of the Welcome & Farewell Report in the Committee Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
7. Attend Special Dance meetings as called by the Dance Chairman.



## WELCOME & FAREWELL SCHEDULE



### March

Obtain the Welcome & Farewell Committee Folder from the Dance Chairman. Begin learning Welcome & Farewell Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the Welcome & Farewell Committee as needed.

Meet with members of the Welcome & Farewell Committee and develop the Welcome & Farewell Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### July

Attend second Special Dance Committee Meeting and provide status of Welcome & Committee activities.

### November

Attend third Special Dance Committee Meeting and provide status of Welcome & Committee activities.

### December

Set up for Welcome & Farewell activities 45 minutes prior to dance start time.

Attend Special Dance

Conduct Welcome & Farewell activities.

Clean-up Facilities and secure.

Prepare and submit Welcome & Farewell Report.

Prepare and distribute Thank You notes to all workers.

Update Welcome & Farewell Committee Folder and return it to the Dance Chairman.

## AFTER PARTY COMMITTEE



It is the responsibility of the After Party Committee to plan, coordinate and conduct the Club Party held after the Special Dance. The After Party Committee Chairman should undertake the following tasks:

1. Obtain the After Party Committee Folder from the Dance Chairman. Learn about the responsibilities and duties of the Committee Chairman by reading previous Final Special Dance Reports and After Party Reports.
2. Select a group of club members to be part of the After Party Committee.
3. Develop an After Party Plan and Schedule for this Special Dance. The Plan should consider location and schedule for the After Party activities planned for the Special Dance. Determine type of refreshments to be served (if any), hot drinks or cold drinks or both, finger foods such as sandwiches, relish trays, chips, dip, desserts, etc. Determine source of refreshments (purchase, club members donations, leftovers from the Special Dance, other sources), etc. Plan for accessory equipment such as coffee urns, ice containers, eating and serving utensils, plates, bowls, cups, glasses, decorations, chairs, tables, table cloths, etc. Plan for the set-up and clean-up. Submit a copy of the After Party Plan to the Dance Chairman for approval.
4. Remind those involved, just prior to the dance, of the time, place and what is expected of them for the After Party functions.
5. Prepare Thank You notes, letters, etc. to Committee Members.
6. Document all activities undertaken by the After Party Committee and provide a Report to the Special Dance Chairman immediately following the event. The Report should contain facts, figures, quantities, costs incurred, schedules, recommendations and other details that will be of benefit to the next After Party Committee Chairman. The report is not for a Thank You and a social dialog, but is to help the next After Party Committee. Place a copy of the After Party Report in the Committee Folder, update the contents of the folder and return the folder to the Special Dance Chairman.
7. Attend Special Dance meetings as called by the Dance Chairman.

## AFTER PARTY COMMITTEE SCHEDULE



### March

Obtain the After Party Committee Folder from the Dance Chairman. Begin learning After Party Committee responsibilities, duties, schedules, etc.

### April

Attend first Special Dance Committee Meeting to assist in the discussion and development of the overall dance plan.

### May

Solicit and appoint club members to the After Party Committee as needed.

Meet with members of the After Party Committee and develop the After Party Plan for the Special Dance. Submit a copy of the plan to the Dance Chairman for review and approval.

### July

Attend second Special Dance Committee Meeting and provide status of After Party Committee activities.

### November

Attend third Special Dance Committee Meeting and provide status of After Party Committee activities.

### December

Attend Special Dance.

Conduct After Party.

Prepare and submit After Party Report.

Prepare and distribute Thank You notes to all workers.

Update After Party Committee Folder and return it to the Special Dance Chairman.

**SAMPLE PROGRAM PLAN  
ITEM #1**

32ND ANNUAL CHRISTMAS SPECIAL

PROGRAM SCHEDULE

DATE: MONDY, DECEMBER 15, 1997  
 LOCATION: YOUR CITY, YOUR STATE  
 THEME: XMAS CLUB SPECIAL  
 MC: MASTEROF CEREMONIES  
 CALLER: THE BEST CALLER EVER  
 CUER: THE BEST CUER EVER

<u>TIME</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
5:00-6:45 PM	SET-UP, DECORATIONS	ALL
6:30-9:00 PM	SELL ADMISSION & RAFFLE TICKETS	TICKET SALES/RAFFLE
7:00-8:00 PM	EARLY ROUNDS	THE BEST CUER EVER
8:00-8:05 PM	WELCOME & ANNOUNCEMENTS & INTRODUCTIONS	CHAIRMAN
8:05-9:30 PM	SQUARE DANCING W/ TWO ROUNDS BETWEEN TIPS / 2 + 2 PROGRAM	THE BEST CALLER/BEST CUER
9:30-9:40	RAFFLE ANNOUNCEMENTS	RAFFLE CHAIRMAN
9:40-10:30 PM	SQUARE DANCING W/ TWO ROUNDS BETWEEN TIPS / 2 + 2 PROGRAMS	THE BEST CALLER/BEST CUER
10:30	THANKS TO ATTENDEES, CALLER, CUER	CHAIRMAN
10:30-11:30	SOCIAL AND/OR AFTER PARTY W/ LIGHT REFRESHMENTS	AFTER PARTY/REFRESHMENTS
11:30-12:00	CLEAN-UP	ALL

**TYPICAL LETTER TO CALLER  
ITEM #2**

DATE

Mr. Best Caller  
191 Dosido Street  
His City, His State ZIP

Dear Best Caller

Just a note to advise you of the current status of our Special Dance to be held in Our City, Our State on December 13, at 7:00 pm at Dance Location Name, Address, City, State, Zip.

The various committees have been hard at work in preparation for the dance. The dance has been advertised in area and state square dance newsletters, radio, etc. Advance ticket sales are going quite well and the club members are visiting other clubs to drum up support for our favorite dance. There will be a short Club After Party at the conclusion of the dance and you are invited. Attached are copies of the Dance Flyer and Program Plan.

The Cuer will be (Name, Address, Phone Number). The MC is (Name, Address, Phone Number). The Dance Chairman is (Name, Address, Phone Number). Additional points of contact are (Names, Addresses, Phone Numbers). Please contact the undersigned upon your arrival and feel free to contact us on any additional information that you desire.

We do need some details concerning your trip to complete our plans, and would appreciate answers to the following questions:

- a. What is your mode of transportation and estimated time of arrival?
- b. Will anyone else be traveling with you?
- c. Do you desire us to make reservations at a local motel? If so what type and what nights? Would you desire to be a guest in a club member or caller's home?
- d. Will you bring your own calling equipment and records?

Looking forward to seeing you soon.

Sincerely,

## FINAL REPORT FORMAT



The Final Report of the Special Dance will be developed by the Dance Chairman. All Committee Chairmen are obligated to develop their Committee Reports immediately (10 days) following the dance, place it in their Dance Folder and return the folder to the Dance Chairman.

The Dance Chairman will prepare the Final Report, which should contain a summary of the actions taken to plan and conduct the dance, the organization chart, the attendance, financial aspects, problems encountered, recommendations and comments, and copies of the Committee Reports. The report should be typed on 8 1/2" X 11" paper. The suggested format:

### Final Report

Dance Identification, Date, Location

Dance Chairman's Report

Organization Chart

Administration & Finance Committee Report

Program Committee Report

Publicity Committee Report

Ticket Sales Committee Report

Raffle Committee Report

Decorations Committee Report

Refreshments Committee Report

Welcome & Farewell Committee Report After Party Committee Report

Time is of the essence in the preparation of the Final Report. The Final Report should be presented to the Club Board of Directors at the January Board Meeting.

A copy of the Final Report should be placed in the Dance Folder and the folder returned to the Club President.

## COMMITTEE REPORT

DATE: \_\_\_\_\_

(The Committee Reports are absolutely worthless without facts, figures, recommendations, and reporting the good features of the Special Dance as well as the troubles encountered. What worked well? What did not go over? What problems? Problem areas are what the next Dance Committee will try to overcome or minimize for their dance. There is no need to thank all your committee workers in the report as that can be done by personal letter or note. The Committee Report should be typed on 8 1/2" X 11" white paper, ready for reproduction and incorporation in the Final Dance Report. The Committee Report should be submitted to the Dance Chairman within 10 days after the dance.)

1. COMMITTEE MEMBERS:

NAME

PHONE NUMBER

2. WHAT did your committee do and WHEN? (Give schedules and details to help the planners for the next Special Dance.
3. WHAT assistance did you require from other committees?
4. LIST items used or required by your committee. (Signs, ribbons, tables, chairs, spotlights, stages, sound, etc.)
5. HOW MUCH did your committee spend? (Provide a listing of items, quantities and price)
6. WHAT did you obtain by donations? (List them, tell from whom - to provide ideas for the next Special Dance)
7. PROS & CONS: Tell all about the good, bad or troublesome problems encountered by your committee.
8. RECOMMENDATIONS: Provide your recommendations that are deemed appropriate to assist the next Committee Chairman.
9. ATTACHMENTS: Append copies of plans, publicity, forms, flyers, lists, copy of tickets & ribbons, special guidelines or instructions, etc.
10. ADDITIONAL INFORMATION: Provide any other information that will assist the next Committee Chairman.

Respectfully Submitted,

\_\_\_\_\_  
COMMITTEE CHAIRMAN





The information in this booklet is provided to assist you in planning your Club Specials. Adapt or revise the suggestions and materials to meet your Special Dance needs. As you read the booklet, you will have many good and creative ideas of your own - Use them!

It is recommended that each Club develop their Special Dance Folders and maintain them in a current status to assist the new or inexperienced leaders and dancers to learn how to do their jobs. It's like providing a textbook for them to follow. It will take a little work to develop the folders, but worth their weight in gold to the new and inexperienced volunteers. Feel free to copy any material in this booklet and use it as you see fit.

This Booklet was developed by the Education Committee of the  
UNITED SQUARE DANCERS OF AMERIC, INC.

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