

Midnight Squares Dance Checklist

Modified by Allan Hurst 11/14/04

Version 2.0 – 7/20/06

Confirm the following:

- Dance Date
- Dance Time
- Dance Levels
- Star Tip
- Location
- Admission Amount (member/nonmember)
- Caller
- Effect to classes (if any)

Confirm the dance info's been sent to the Bay Area Dance Calendar at www.bayareadancecalendar.org

Confirm we have a signed Caller Contract.

Confirm with Caller:

- Date
- Time
- Location (directions)
- Levels to be called
- Amount to be paid
- Does the caller need any special equipment other than (Hilton turntable, amplifier, speakers, mic, mic cord, power strip)?
- Housing Needs
 1. Who will house the caller?
- Transportation Needs
 1. Who will pick up the caller?
 2. Who will drop off the caller?

Confirm with Dance Hall/Location:

- Date
- Time in and out
- Access
- Any other requirements (payment or tips for janitors, calling someone to lock up afterwards, etc.)

Advertising:

- Get flyers printed up.
- Flyer in newsletter (if applicable)
- Flyer to other clubs (including PACE)
- Email reminders to club (at 1 month, 2 weeks, and again on Monday or Tuesday prior to dance)
- Email to other clubs/PACE/SVCSDA, as appropriate (enlist representatives of those clubs if necessary)

Arrange for volunteers the night of the dance:

- Caller Pickup (may be day before the dance)
- Door
- Sodas
- Setup
- Cleanup
- Decorations
- 50-50

Opening up – who/when?

Setup:

- Chairs
- Tables (refreshments)
- Flyers
- Check-In Desk
- Caller Stage/Area

Decorations & 50/50

Caller equipment:

- Hilton turntable -or- amplifier, speakers, mic, mic cord, power strip, box or podium to set laptop on.
- Access to locker
- Set up equipment
- Transport equipment to dance location

Refreshments:

- Sodas/Waters/Cups
- Ice/Cooler
- Money Jar
- Recycling
- Other food/plates/utensils/napkins
- Setup/Cleanup

Door/Treasury:

- Sign-in sheet (date/caller/cost for members/cost for nonmembers)
- Pens
- Change
- 50/50 Tickets
- Door coverage
- Pay Caller (will signers for check be present?)

Night of Dance, Confirm with Caller:

- Which levels will be called
- Order of levels to be called
- Timing of star tip(s), if any
- Board member will make announcements after (1st or 2nd ?) tip

Board Member Announcements:

- Welcome caller
- Classes/Upcoming Dances
- Other News

Clean up

- Refreshments
- Flyers
- Equipment
- Hall Lockup

Pay caller upon completion of last tip for the evening.

Make sure caller has transportation to airport/hotel/host home/etcetera.