

GUIDELINES FOR GIVING A THURSDAY EVENING DANCE PROGRAM

A. Responsibilities

1. To lead the dance program by playing records and tapes of your own choosing and requests during the 8-9 and 9:30-10:50 (or earlier, if members have finished dancing) time periods.
2. To clean up after the program is over.

B. Selecting Dances

1. Choose dances of different types (line, couple, set, etc.) and of different degrees of difficulty so that all can participate.
- ②. Include dances taught recently at workshops, ethnic Sundays, and the 7-8 and 9-9:30 teaching periods.
3. Feel free to request assistance from the program committee or from other members.

C. Giving the Program

1. Announce the name of the dance and/or play a few measures before the start of the dance (especially if the dance is not well known).
2. After the music for the dance has started, check if the members are participating - if not, be ready to start the dance again.
3. The order of dances should be that which allows the maximum number in attendance to participate throughout the evening. It is suggested that mixers be scheduled when the attendance is largest (generally before 9 PM) and that two fast or vigorous dances not be scheduled in succession.
4. No dance is to be taught in the 8-9 and 9:30-10 time periods, but a quick walk-through is occasionally acceptable.
5. Be sure that the phonograph needle, the turntable speed, and the sound level are all properly set.
6. If you need assistance with the tape player, please contact a member of the tape committee or the program committee.
7. HANDLE ALL RECORDS AND EQUIPMENT WITH CARE.

D. Request Dances

1. If dances are on the request list, the maximum number of your own selections which should be played in succession before playing one of the requests is three (3). It is permissible, though, to play request dances more frequently.
2. Before 10 PM, the order for playing requests is your choice. After 10 PM, generally play requests in the order listed.
3. Monitor the request list to ensure that no one person monopolizes it.

E. Closing Up

1. Sweep the floor and empty all trash containers into one of the large trash cans outside the kitchen door.
2. Place your list of dance selections in the red book, if it is available. Otherwise place the list in the record storage cabinet in the kitchen.
3. Help put the equipment away. Actual locking up will be done by someone who has been issued a set of keys.