

## GENERAL GUIDELINES FOR WORKSHOP CHAIRPERSON

Select date for weekend - suggest possibly three. Coordinate the date with other groups, (Cincinnati and Columbus, specifically) so that there are no conflicts.

Contact leader for date and his fee, etc. (Club pays expenses.) Report to council.

Contact City of Dayton Rec. Dept. immediately to secure place. Bomberger Center or Burkhardt Center are recommended locations.

Suggest cards be sent to other clubs announcing date.

Contact caterer about meal and date (if meal is to be catered). Contact cooks or food chairperson if meal is to be cooked. Cost of meal is needed before flyer can be prepared.

Alert publicity chairperson about paid publicity for weekend.

Get flyer (letter, invitation) ready. Allow time for printing if necessary. Council must approve price. Flyer should be mailed at least six weeks in advance of weekend. Be sure and ask for meal reservations to have money enclosed. If desired, indicate that advance notice is needed for sleeping bag space, and that paid reservations are needed only for the meal. Count on at least 300 fliers; send several copies to group leaders. Contact artist about art work - syllabus cover, name tags.

Security for parking lot -- check with council.

Appoint committees:

Syllabus: Cover design  
Dance directions  
Typist  
Collation

Name Tags: Design  
Print  
Cut  
Attach pins

Hospitality:

Find housing. Take care of guest instructor.

Decorations: for walls and tables

Sound equipment: Set up and take down

Snacks: Whatever plus drinks  
Sat. afternoon, eve., Sun. afternoon

Kitchen: Get butter, milk, tea, creamer, etc.

Oversee any food prepared by club.  
Get supplies: garbage bags, detergent, toilet paper.

General clean up

Request dancing: Sat. and Sunday  
Sheets for request dances and dances taught. Check with Program Committee.

Check with center for adequate equipment (tables, chairs, serving pieces, etc.) Also check with center concerning gym temperature.

Mailing: Envelopes: bought  
addressed  
stuffed with flyers  
Buy stamps.  
Mail six weeks ahead.

Flyers: Design  
Written  
Price: Council approval  
Should state "price per person." This should be ready six weeks before scheduled workshop.  
Hand to members with member price.

Registration: Receive advance registrations: check people in, etc. Give syllabus and name tags. Need pens or pencils

Records: Bring all club records and PA to center - take back.

Tables and Chairs: May need to be cleaned. Set up and take down. Paper for tables and masking tape.

Servers:  
Whatever is necessary (Set the tables, serve, etc.)

Parking Lot: Someone to check or clean up broken glass.