

# Midnight Squares Dance Checklist

Original modified by Allan Hurst 11/14/04 – This is version 3.2 – 04/28/09

Note: *Not everything on this checklist pertains to every dance.*

## Confirm the following:

- Dance Date
- Dance Time
- Dance Levels
- Star Tip
- Location
- Admission Amount (member/nonmember)
- Caller
- Effect to classes (if any)
- Send info to Norcal Dance Calendar at <http://norcaldancecalendar.org/> by emailing both:
  - [Calendar\\_Tom@SBCglobal.net](mailto:Calendar_Tom@SBCglobal.net)
  - [nathan@bothner.com](mailto:nathan@bothner.com)

## Confirm we have a signed Caller Contract.

## Confirm with Caller:

- Date
- Time
- Location (directions)
- Levels to be called
- Amount to be paid AND HOW (cash or check)?
- Does the caller need any special equipment other than (Hilton turntable, amplifier, speakers, power strip)? (Note: Most callers use their own microphone and mic cord)
- Housing Needs
  1. Who will house the caller?
- Airport 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:

- Compose flyer, printed and distributes and PDF
- Email PDF to other Bay Area clubs / PACE / SVCSDA, as appropriate (enlist representatives of those clubs if necessary)
- Flyers to other clubs (including PACE)
- Email reminders to club (at 1 month, 2 weeks, and again on Monday or Tuesday prior to dance)

## 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:

### Setup:

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

## Decorations & 50/50

## Caller equipment:

- Access to locker at Studio 204
- Set up equipment
- Hilton turntable -or- amplifier, speakers, power strip, box or podium to set laptop on.
- Club mic & mic cord (for announcements)
- Transport equipment to dance location

## Refreshments:

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

## Door/Treasury:

- Membership Roster
- Sign-in sheet (date/caller/cost for members/cost for nonmembers)
- Ballpoint Pens (for signing in)
- Blank nametags
- 2 “sharpie” black markers for nametags
- Change Box & Starting Bank (Lee Griffiths)
- 50/50 Tickets (if a drawing will be held)
- Door coverage (schedule in advance)
- Pay Caller (if by check, will signers 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
- MNS person will make club announcements after 1<sup>st</sup> tip, and call 50/50 just before the last tip.

## Board Member Announcements:

- Welcome the Caller
- Classes/Upcoming Dances
- Other News

## Clean up

- Refreshments
- Flyers
- Equipment
- Hall Lockup

**Please pay caller upon completion of last tip for the evening.** Make sure caller has confirmed transportation back to airport / hotel / host home / etcetera.