

**STATEN ISLAND BALLROOM DANCE CLUB  
GUIDELINES FOR HOSTING A DANCE**

**The President or designate will reserve the halls & DJ.**

The date, time, and location will be provided by the President.

**A. AT PREVIOUS DANCE**

- 1) Pick up 50/50 raffle bucket and raffle tickets, dance planner folder, check lists and any other club property from previous dance hosts.
- 2) Obtain sample menu, table floor plan and place cards from Banquet Manager.

**B. FEES & EXPENSES**

The budget for hosting the dance is \$125 plus the cost for flyers & postage. Membership attendees are charged \$80 per couple or \$40 each. Guests are charged \$120 per couple or \$60 each.

**C. FLYERS**

Our website ([www.siballroom.org](http://www.siballroom.org)) has copies of previous dance flyers. Click on the DANCE HOSTS section and then click on the underlined theme for that dance. That will display the flyer used for that particular dance. Please note: **The flyer must be reviewed by the President prior to making any copies or distributing them.**

- 1) Flyers should include the following
  - a) Date and Time
  - b) Theme and dress requirements or costumes, if any. Our general requirements are:
    - i.) Jacket & Tie for all dances except those listed below.
    - ii.) Formal Wear (or Dark Suit) for December dance.
    - iii.) Business or Smart Casual (jackets & ties not required) for dances in July & August.
  - c) R.S.V.P. date for responses to be received. The President will provide the response date.
  - d) Cost per member and cost per guest
  - e) Address to send responses
  - f) Name of host or hosts
  - g) Tear off section to be returned with check that includes the following info:
    - i) name of members and whether or not they are attending
    - ii) # of guests attending
    - iii) total money enclosed
    - iv) desired seating arrangements
  - h) include name of club and name of president on the flyer
- 2) Distribution of Flyers
  - a) Pick up mailing labels from Membership Committee (Jerry Mulnick)
  - b) Prepare and print flyers, including RSVP date (Reasonable printing charges at UPS or Staples is acceptable. Save receipts for Treasurer.) Flyers should be printing using standard letter size paper.
  - c) Bring flyers to prior dance, meeting and Social.
  - d) Mail the remaining flyers to those not in attendance. (Save receipt for stamps.

#### **D. RESPONSES:**

1) Use membership list to collect responses and note seating preferences. You may use an optional Excel spreadsheet that was developed by Club Member Gary Burkhardt to track responses, money collected & seating preferences. Contact the Club President or Gary for additional details.

2) Responses and checks should be collected prior to the monthly business meeting of the month the dance is scheduled.

3) Report the number of members and guest attendees and those not attending at the monthly business meeting. Hold on to the checks.

4) Checks must be received/postmarked by the due date. No checks will be accepted at the door.

*Guests will be accommodated after members have replied (by the due date) and only if there is sufficient room at the venue. For example, if 110 members respond affirmative by the due date, no guests would be permitted. If 100 members respond affirmative, then 10 guests would be permitted. Names of guests and their sponsors should be provided to the President. Contact the President to see what the maximum attendance would be for a particular venue.*

#### **E. PREPARATIONS FOR DANCE**

1) Call the respective manager at the dance venue two weeks before the dance to finalize menu and desired decorations, if any

For the Old Bermuda Inn: Bill Croddick (718) 948-7600

For the Crystal Room: Charlie (718) 447-8926

2) One week before the dance, provide the final head count and seating plan.

3) Fill out seating cards with seating assignment

4) Request DJ setup

5) Request table setup at entrance for place cards, 50/50 raffle and birthday/anniversary sign-in sheets.

#### **F. DATE OF DANCE**

1) Arrive at dance site an hour before the dance to set up.

2) Check seating arrangements at tables. (Make sure that tables have the correct number of chairs.)

3) Place seating cards on the table near the entrance and arrange them alphabetically.

4) Place birthday/anniversary sign in sheets on the same table.

5) Have 50/50 tickets prepared for sale at door.

6) Direct guests to tables.

7) Advise Treasurer of any "no shows" or anyone who called to cancel their attendance due to an emergency.

8) Announce anniversaries and birthdays with the President.

9) Conduct 50/50 raffle with the president.

10) Distribute 50% of 50/50 money collected for first, second and third prizes (remaining 50% goes to Treasurer)

11) Acknowledge and thank those that helped in organizing the dance.

12) Bring all checks and any other paperwork you have to the Treasurer plus any expenses that are incurred. (If it is necessary to have the checks prior to dance you will be so informed.) You will need an accurate count to give the Treasurer on night of the dance.

13) 50/50 raffle buckets and tickets, and any other club property should be turned over to the next dance hosts.

14) Enjoy the evening

*That's it, thanks for organizing the dance!*

*Please feel free to ask any of the club officers for guidance and help as needed, as well as the prior dance host. Putting your personal touch on a dinner dance should be an easy, fun, and rewarding experience. Suggestions on how to make it better are always welcome. Rotating and sharing responsibility for club activities makes for a successful dance organization.*