

# **STATEN ISLAND BALLROOM DANCE CLUB**

## **GUIDELINES FOR PREPARING FLYERS AND HOSTING A DANCE**

### **The President or designate will reserve the VENUE hall & DJ.**

The date, time, location and cost of the dance for members and non-member guests will be provided by the President.

Guests will be accommodated after members have replied by the due date and 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 to keep a record. Contact the President to see what the maximum attendance would be for a particular venue.

### **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. FLYERS**

The "Members" section of our website ([www.siballroom.org](http://www.siballroom.org)) has copies of previous dance flyers that may be used as a guide. The "Events" Section of the website contains announcements for upcoming dances and the theme may be listed here. If not contact the President to get the theme. Flyers should be prepared on standard letter size paper. The flyer must be reviewed by the President prior to making any copies or distributing them.

#### **Flyers should include the following.**

- The name of club and the name of the President.
- Date, time and location of the dance.
- Theme and dress requirements or costumes, if any. General requirements are; Jacket & Tie for all dances, Formal Wear (or Dark Suit) for the Holiday December Dance and Business or Smart Casual (jackets & ties not required) for dances in July & August.
- R.S.V.P. date for responses to be received. The President will provide the response date.
- Cost per member and cost per guest.
- Address to send responses.
- Name of host or hosts.
- Tear off section to be returned with check that includes the following info:
  - Name of members and whether they are attending
  - Name and Number of guests attending
  - Total money enclosed
  - Desired seating arrangements

#### **Distribution of Flyers**

1. E-Mail flyers to all members. E-Mail addresses can be found in the current version of the Membership Roster or a complete list may be obtained from the Membership Chairman.
2. Mail a paper copy of the flyer to those members that do not use E-Mail. The President will let you know which members these are.
3. Bring a few paper copies of the flyers to Meetings and Socials.

## C. 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. The template for this spreadsheet may be found in the "Members" section of the website. 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.
5. **We are no longer calling members who have not responded.**
6. *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.*

## D. PREPARATIONS FOR DANCE

1. Call the respective manager at the dance venue two weeks before the dance to finalize menu, linens and desired decorations, if any
  - a. For the Old Bermuda Inn: (718) 948-7600 (Bill Crodick)
  - b. For the Crystal Room: (718) 447-8926 (Charles or Louis Crispi)
2. One week before the dance, provide the final estimated head count (members and guests who have paid and not cancelled) and the table seating layout plan to the venue.
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.

## E. 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. Submit the following paperwork to the Treasurer on the night of the dance.
  - a. Receipts for any reasonable expenses that are incurred (check with President for expense limits)
  - b. All checks you collected and the final headcount
  - c. List of all paid attendees
  - d. Place cards for those that cancelled or did not show up
  - e. **You will need to give an accurate count of dance attendees to the Treasurer**
13. 50/50 raffle buckets and tickets, and any other club property should be turned over to the next dance hosts.

## **F. 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.