

DANCE

Standard Duties

- Maintain records and notes for the benefit of next year's office holder.
- Attend and participate in all Committee meetings.
- Understand that a Committee member may only incur one (1) unexcused, and two (2) excused absences and that a substitute may be sent without voting rights unless vote is in writing and the Chair is informed beforehand.
- The chairperson's purpose is to manage the Spring Fling conference to its fullest capacity and bring ideas, solutions and choices to the Committee for approval or denial. The Spring Fling Committee Chairperson will provide general leadership. It is the primary responsibility of each officer to provide specific leadership in their specific areas to initiate action to its successful conclusion

Officer Duties

- Contact talent agency to inquire about bands and DJ's, and karaoke. This should be done by late summer to ensure band availability. It is up to you who to use.
- Attend different band performances to get a feel for their style of music, and determine if they will be suitable for the dance. Also, attend various dances in town to find a DJ who you believe will be good for Friday Night.
- Once you have decided who you wish to hire, have contracts drawn up and bring them before the Committee.
- The budget is approximately \$3,250. This includes paying for bands or DJ's and karaoke for Friday and Saturday dances and purchasing stamps and stamp pads. The stamps should be passed on for next year.
- Your committee should consist of approximately 25 people.
- You can coordinate with Information to ask people to leave the rooms after the respective speaker meetings. Information Committee members, hotel staff, recovery homes, volunteer help with cleaning the hall to make ready for the dance.
- Have Information watch the stages to make sure no one goes on them.
- The D.J. Karaoke will set up anywhere from 4 p.m. to 6 p.m. Make sure you know when they will be setting up so that you can make sure the stages are ready for them.
- In setting up, place one table on each side of the door. Have two people, check for prepaid wristbands, take money and give out wristbands. Wristbands for each night will be provided to you by the Registration Chair. Have one person standing in the middle of the entry way for crowd control.
- For change, use \$200 in 1's for Friday night dance, and \$400 in 5's for Saturday night. Continue to collect money from the people at the door and take to the Treasurer.