

USAWest Square Dance Convention – FINAL REPORT.

The following information should be provided as it will be helpful to the future conventions as they plan. It is best and most easily formulated as the various committees do their work

.A financial statement should be provided as a separate report.

1. City, State and Dates of the Convention
2. Facilities used, including the cost
 - a. Dance halls and sizes used for different levels with approximate count of dancers.
 - b. Number of Education halls used
 - c. Vendors space and numbers
 - d. Registration area and space used for future convention registration
 - e. Ways and Means space and location
3. Number of Hotels/Motels and total room nights utilized
4. Number of Callers
5. Number of Cuers
6. Number of Education leaders and total Education hours offered (This is vital to retain the (501 –C-3) tax free designation by the IRS, be sure to include all the dance instruction time)
7. Other dance programs and leaders used
8. Fashion Show time and day if held and attendance
9. Did you schedule a special event? – What was it?
10. Registration fee charged per person
 - a. Total number of dancers in attendance
 - b. Pre-Convention dates and total number of dancers in attendance
11. Publicity used
 - a. Total number of registration forms printed
 - b. Did you have a WEB page?
 - c. Did you send Publicity releases to square dance media?
 - d. Was any advertising purchased outside your immediate area?
 - e. Was any kind of brochure or other handout provided?

Please provide any comments and suggestions that you have that would be helpful to future convention planning processes.