

GUIDELINES
FOR
DIRECTOR OF SQUARE DANCE COMMITTEE

The programming of the USAWEST Square Dance Convention should provide both dancing and instruction for the beginner as well as the experienced dancer. There should be a place for those with only one or two years' experience, for those who have danced four or five years and also for those who have danced for many years.

The caller who is relatively new to the activity should also have an opportunity to take part - even if it's only a minor part - in a USAWEST Square Dance Convention.

The Statement of Policies for Conducting a Convention clearly state what is required and they should be consulted frequently.

The printed programs of previous conventions can be quite helpful. Most conventions have programmed their callers very well, and an experienced Director will be able to find out if a certain caller who has registered and asked to be programmed is capable of calling to a large crowd of strange dancers

When a caller indicates on his registration form that he is interested in being programmed, the Callers' Questionnaire should be mailed to him immediately and you should wait until it is returned before making a decision as to his part in the program. It is well known, however, that many callers are very slow to answer their mail, and you may have to follow up your request for information, especially if the caller is one you want to include in your program.

It may be necessary to send a special invitation to certain very popular callers, and this may be done as early as possible. Many Caller book 2 or more years out. Lists of registered callers can be sent to Callers' Associations, Dancers' Associations, State and Area Federations, to CALLERLAB and to members of the USAWEST Policy Board, but any ratings obtained through such inquiries should be kept confidential.

If relations with the local Callers' Association make it possible, the Director for Square Dancing should try to persuade the local area callers to accept the assignments as M/Cs, Alternates, Aides, etc.

The Chairman for these various activities may very well be selected from the officers of the local Callers' Association, and many of the M/Cs, Aides and Alternates may find that they will get an opportunity to call during the Convention. In addition, sometimes callers who may have registered after the deadline will come to the coordination room and offer to substitute whenever an alternate may be needed.

Someone is needed as liaison to coordinate the needs of the Sound Committee and the record supply committee. The Services Committee may have contracted for the sounding of the entire Convention with some company specializing in sound, but someone will be needed to keep in touch with them, to get substitute equipment quickly if needed, or just to act as liaison in general. Probably a local caller who is experienced in setting up sound systems for festival dances can be of help in this assignment.

Once the program is firmed up, the assignments should be mailed out with instructions to all those programmed as to when and where they can "check-in" at convention time. There should be a Program Co-ordination room, well staffed, preferably with some of the people who have worked on the program assignments.

The Coordination Room should include the Round Dance Committee, Contra, Youth, Exhibitions, and possibly the Education Committee as well, so that participants in the complete program of the Convention will have just the one room to report to. Many callers/leaders participate in more than one activity, and should be able to register in just one. It is suggested that large charts be prepared showing each day's assignments, with provision made for inserting last-minute corrections when necessary. The Coordination Room should keep very closely in touch with all hall M/Cs and be able to send additional alternates if needed. The program should never be allowed to lapse in any hall or room for lack of a caller/leader.

To avoid confusion, all business by the Square Dance Committee should be conducted through the line of organization:

1. Working members of the committee report to their Chairmen.
2. Chairmen report to the Director of the Square Dance Program.
3. Director of the Square Dance Committee coordinates with the Director of the Program Committee and the Director of the Round Dance Program.
4. Those Directors report to General Chairman.

By following this chain of command, you will avoid confusion and duplication of effort.

Overall hospitality for all phases of convention activity has long been the responsibility of the Social and Special Events Committee. However, if the Square Dance Director prefer to make their own hospitality arrangements, it is permissible to do so, but complete discussions need to be held with the Director of Hospitality, with The Director of Services and with the full knowledge of the General Chairman to make sure that all the hospitality assignments pertaining to the Square Dance Program are carried out and that none is overlooked.

All the needs for square dance halls, ballrooms, sound, tables, chairs, etc, are furnished by the Services Committee. This includes signs for all the dance halls and coordination room.

Assignment of halls for all the dancing program will be made as the result of top-level decision made by the General Chairman and the balance of the Board of Directors. Resolve the use of all the spaces in the facilities as early as possible

The following list of suggested Vice Chairmen and their job descriptions, assignments and duties is for the guidance of the Square Dance Chairman.

ASSIGNMENTS AND DUTIES OF THE ASSISTANT CHAIRMAN SQUARE DANCE PROGRAM COMMITTEE

The Chairman for Square Dance Program may want to appoint an Assistant to help him with his tasks. The Assistant may be assigned to one of the positions identified under "Vice Chairman" and perform the duties listed for that part of the program, but this whole assignment is a large one, and it may be well to work jointly with the Assistant in all phases of the Chairman of Square Dance Program's job, so that in case of the need to be absent for whatever reason, there will be someone available to pick up the plans and carry them out. If the Assistant works closely with the Chairman, it will be much easier to make sure that the plans so carefully made are carried out without a hitch.

VICE CHAIRMAN of PROGRAMMED SQUARES

1. In charge of all adult programmed square dancing under the supervision of the Chairman of Square Dancing, and the Program Director.
2. Contacts registered callers for participation in the Program.
3. Schedules caller assignments.
4. Makes up hall and assignment charts for Wednesday, Thursday, Friday and Saturday for square dancing. (Round Dance, Contra, Clogging, Singles and Youth Committees will furnish their program information for insertion in the charts).

VICE CHAIRMAN of the CO-ORDINATION ROOM

1. This should be someone who is thoroughly familiar with callers and all preparations of the square dance program to this time.
2. Works to control smooth operation of entire program.
3. Room should be arranged to keep out non-workers, as they could add to the confusion.
4. Arranges check-in tables in front of room with adequate help to quickly check in callers/leaders.
5. Prepares daily schedules for easily serving callers/leaders and quickly spotting "No-Shows".
6. Check-in time will be no later than one hour prior to first calling spot each day. Any "No-Show" at that time, his daily schedule will be pulled for substitution.
7. Central telephone system may be set up in Coordinating Room.
8. Each Hall will have a Vice Chairman seated by the telephone in that room and have a daily schedule for that room in front of him. As substitutions are made, these will be called immediately to the Hall Vice Chairman and also made daily sheets in the Coordinating Room. Only substitutions approved by Coordinating Room are to be made. Callers' Hospitality Rooms, Check Rooms and Callers' Practice Rooms are to be as near as possible to Coordinating Room.

VICE CHAIRMAN of M/Cs, AIDES ALTERNATES

1. This Vice Chairman is a valuable addition to the Coordinating Room staff, and should be a member of the Committee who helps Square Dance Program, and is familiar with all phases of this operation.
2. Schedules Alternates, M/Cs and Aides.
3. Instructs M/Cs and Aides of their duties at check-in time.
4. Instructs in use of electronic timer (if used in Halls)
5. Responsible, through M/Cs and Aides, for keeping the square dance program moving and on time. Much depends on this.

VICE CHAIRMAN of WORKSHOPS (AND CHALLENGE)

1. Plans and schedules square dance workshops and Challenge dancing for adults.
2. Plans different levels of workshops to correspond with level of dancing scheduled in various square dance halls.
3. Contacts workshop callers as soon as selected to work up program of calls to be workshopped. Advises callers (and M/Cs) of levels to be maintained in various halls.
4. Must be in Coordinating Room in mornings to make any necessary changes.

VICE CHAIRMAN of CALLER/LEADER HOSPITALITY

1. Provides workers to man the Caller/Leader Hospitality Room.
2. This Hospitality Room is not combined with the Workers' Hospitality Room where other Committees may have assigned their workers for relaxation. However, Hospitality for Round Dance Leaders, Contra or Clogging Prompters, Youth and Singles Callers/ Leaders may be served in this same area, as they will also be expected to use the same Coordinating Room as Square Dance Callers.
3. This Hospitality Room should be adjacent to (or near) Coordinating Room, and may also have a security section where record cases, attache cases, etc., could be checked. Only Callers/Leaders/cuers should have access to this Hospitality Room.
4. This Vice Chairman makes sure that workers supply refreshments (coffee, cold drinks, ice water, cookies, etc). This room should be open at all times while the Convention is in progress. In most facilities used for major square dance conventions, the serving of any type of food or drink even Drinking water, is controlled by a caterer. It may be necessary to work through them for any service that may be needed or wanted. The Caterer should be contacted several months before Convention to find out the costs of items that will be needed. Written quotations are recommended.

VICE CHAIRMAN of SQUARE DANCE AFTER PARTIES

1. Contacts and schedules hosts and M/C all square dance after parties. No Organization should try to arrange an after party without checking with this Vice Chairman, to avoid conflict and confusion.
2. In assigning rooms for after parties, recognize the size of the hall, its location and facilities, giving the best to the next Convention.
3. Make sure that the Business Director (or General Chairman) has signed contracts giving the USAWEST Square Dance Convention exclusive use of ballrooms (especially if after parties are to be held in hotels). This should be clarified through proper channels, that is, through Program Director, and General Chairman. Don't go directly to the Business Committee without first checking with Director of Square Dance.
4. The total number of after party dances will depend on room availability and number of requests from recognized Associations, Federations, etc. Convention-sanctioned after party dances should not be sponsored by individual callers/leaders or dancers.

5. This Director-After Parties prepares list of needs and checks with Services (Facilities) for sound, tables, chairs, platforms, etc.. (Many after party dances have used sound facilities obtained from local callers, on loan or rental basis. Also, most chair and table requirements are obtained from hotels when their ballrooms are being used, frequently at no charge).
6. The host group will get their own callers, entertainment, do registration (Host's registration book), hospitality, and prepare individual flyers if they are wanted.
7. Sanctioned after parties should be free of charge to registered dancers.
8. A list of After Party dances should be prepared and released through the Publicity Committee.
9. A member of After Party Committee should go to each location early to check set-up and arrange for corrections and additions if needed.
10. All dancing after parties to end at 2:00 A.M.

VICE CHAIRMAN of TRAIL-END DANCES

1. Schedules and sets up Trail-End dances in convention city (or in close-by locations) for Wednesday evening before Convention.
2. There should be no charge for these sanctioned Trail-End dances.
3. Hosts should be local Callers' Associations, State or Area Dancers Association, clubs. etc.) If special groups, such as recording companies, institutes, etc., want to host a trail-end dance, they should proceed in the same manner as clubs or associations (no charge) and location should not be too far from convention city.
4. Locations should be hotel ballrooms, convention center, or other halls available through Facilities Committee.
5. All Trail-End dances to end by midnight Wednesday. (To make sure registrants attend first scheduled activity on Thursday morning).
6. This Vice Chairman assigns halls to host groups after contacting them.
7. Some groups may want to co-host a dance. No group should go directly to Services (Facilities) Committee; they work through this (Square Dance) Committee. After being OK'D and assigned a hall, host group arranges own dance, callers, sound, etc.
8. It is necessary to check with Facilities, or Housing, or Business Committees (again working through channels) to make sure there is a written commitment for use of hotel ballroom or hall for this Trail-End dance, so the host group can be advised regarding facilities available.
9. Singles and Youth Trail-End dances may also be scheduled for Wednesday evening before the Convention; they should also end by midnight.
10. Campers' Trail-End dance may be arranged through contact with R/V Committee (under Housing Committee; contact them through channels).
11. A list of Trail-End Dances should be turned in to the Chairman of Square Dance, who will work through Program Director to inform Publicity Committee. Information given should include names of hosts, time, hall, callers, etc.
12. Someone from the Trail-End Dance Committee should be appointed to be at each dance early, to handle problems, to welcome dancers and answer questions, about the next three days' activities. This person (couple) could also keep count for Statistics and Reports.
13. They should be selected far enough ahead of the dance date to enable them to check with the hotel (or hall) management to make sure they know the hours, facilities needed, etc.

TRAIL DANCE VICE CHAIRMAN (Trail-In Dance)

1. It is recommended that the words "Trail-In" not be used, because of the confusion with "Trail-End" when talking about this dance.
2. This Vice Chairman contacts and encourages areas to host Trail Dances; Should not seek more than one in any given city.
3. It should be made known that all Trail Dances should be held no later than the Tuesday before the Convention. The objective is to persuade traveling dancers to reach the Convention area by

- Wednesday night, so they can attend Convention opening on Thursday morning.
4. A list of Trail Dances should be given to Publicity Committee.
 5. RV and Campers may arrive early and want dances for Monday and Tuesday. These may be considered "Trail Dances" or they may be considered "Trail-End Dances". Work this out with Trail-End Dance Vice Chairman, but remember that the "No Charge" policy does not apply to Trail Dances, while Trail-End Dances should be free.
 6. The Convention Committee has no control over Trail dances; they are listed solely for the convenience of traveling dancers. Some hosts charge a fee to traveling dancers; some do not.

VICE CHAIRMAN of STATISTICS AND REPORTS

1. This Vice Chairman may be the Secretary of the Square Dance Committee, compiling minutes, Pre-Convention Reports and USWPB Final Report and Questionnaire.
2. A folder should be kept of form letters, publicity releases, evaluation forms, etc., for use of Program Committee, and to be passed on to future conventions' Publicity Chairmen.
3. While Convention is in progress, has forms available for Hall Vice Chairman, to keep count of dancers and spectators in halls, squares in Grand March, etc. Also takes count of callers (shows and no shows), dancers at Trail-End dances and After Parties.
4. May also act as Computer Program Vice Chairman. After scheduling is done manually, forwards information to Computer Committee for checking conflicts and errors.
5. This Vice Chairman may also develop individual complete schedules, daily alphabetical lists for check-in, and daily room (hall) lists.
6. May also run copies of address labels for mail-outs.

SOME FINAL SUGGESTIONS FOR CHAIRMAN OF SQUARE DANCING

Check programs of last two or three conventions to find out how many halls will be needed, and the sizes required for the various phases of the program. The Evaluation Reports of those conventions will indicate how crowded some of the rooms were, and how sparsely filled others may have been.

The USAWEST Policy Board (WPB) requires that at least 50% of the programming of square dancing be at Mainstream or less level, and that at least 50% of the floor space of the total dancing area be scheduled for Mainstream or lower level.

The actual allocation of dance halls will be made by the Board of Directors, but they will be helped in their decisions if they know what is desired. Your recommendations should be based upon the evaluation of previous conventions and the WPB requirements.

Probably the following rooms will be needed:

Main Hall - Large - Festival or Mainstream (Arena?)

2nd Hall - Large - Festival or Mainstream- Plus

3rd Hall - Medium - Club Level or Mainstream-Plus

4th Hall - Advanced & Challenge

5th Hall - Medium - Relaxed (for Graduates or Beginners)

Prepare instruction and definition sheets for Festival Squares, Intermediate Squares, Advanced and Challenge Squares. Also instruction sheets for M/Cs, Aides, Hall Directors, to be sent to callers, M/Cs and Aides, prior to the Convention, with their schedules.

Recent conventions have followed the CALLERLAB definitions of dance programs (levels), as all callers have now become familiar with those definitions.

The Chairman of Square Dance Program (and his appointees) should be the only ones to make changes in the square dance program at the Convention.

Prepare letter to be mailed with formula for rating callers, (See Exhibit A).

Review list of callers who have volunteered to evaluate registered callers from their area, and others they know from other areas.

Check with past Chairmen for Square Dance Program for best dates for this mailing as well as the response from the Callers' Evaluation Committee.

Keep a file of the registration participation forms received from the Program Director. Keep a card

file or note book with all ratings and information on callers, including schedule of each.

Do not program exact calls, just what level (program) is to be the maximum called in a particular hall. Get preference from letters of evaluation received from callers or from registration form.

Work closely with Program Director, Computer Coordinator (if computer is used), and with Coordinating Room Vice Chairman.

Send letters to Callers giving schedule. Included in this letter will be information and definitions of the type of dance he will call.

Exhibit A

USAWEST Square Dance Convention

SQUARE DANCE PROGRAM ----- CALLERS QUESTIONNAIRE

_____ (FIRM) DEADLINE FOR PROGRAMMING PURPOSES

NAME _____

ADDRESS: _____

STREET

CITY

STATE

ZIP

I HAVE BEEN CALLING _____ YEARS My Age is under 15 _____

16 - 21 _____

I CALL APPROXIMATELY _____ DANCES PER YEAR 22-39 _____

40 or over _____

NUMBER OF CLUBS I CALL FOR REGULARLY _____ , No. OF DANCERS _____

I WILL BE AVAILABLE ON: WEDNESDAY ___ THURSDAY ___ FRIDAY ___ SATURDAY ___

I HAVE CALLED ON _____ NATIONAL S/D CONVENTION PROGRAMS

I AM WILLING TO M.C. Yes ___ No ___ TO BE AN AIDE: Yes ___ No ___

I AM WILLING TO CALL FOR: (Please indicate 1st, 2nd, 3rd or more choice:

- Patter Advanced Level
- Singing Calls Advanced Level Workshop
- Youth Challenge
- Intermediate Workshop Challenge Level Workshop
- Mainstream

I CUE S/D ROUNDS: Yes ___ No ___

I TEACH FOLK DANCING: Yes ___ No ___

PLEASE CHECK THE CATEGORY WHICH BEST DESCRIBES YOU AS A CALLER.

- I am a full time traveling professional caller.
- I am a part time traveling professional caller.
- I am an area caller plus limited traveling. I Call about _____ dances per Year
- I am a top rated local caller.
- I am a good average local club caller. _____ dances per month
- I am just getting started as a club caller.
- I specialize in "one-nighter" square dances only.
- I specialize in teaching S/D classes only.

SPECIAL REMARKS AND ADDITIONAL INFORMATION:

SEND TO: Square Dance Program Committee
