

OBJECTIVES OF ^{USA}**WEST SQUARE DANCE CONVENTION**

The ^{USA}**WEST SQUARE DANCE CONVENTION** shall be planned and programmed primarily for the enjoyment and benefit of square dancers. It shall provide for the further development of the square dance activity through an interchange of ideas and methods.

Square dancers are friendly people, so Hospitality shall be a prime consideration, not only among dancers, but every effort shall be made to enlist city officials and businessmen in this endeavor.

All convention activities shall be planned so that they exert a tremendous influence on the square dance movement nation-wide, and set the patterns and examples for the numerous phases of the movement for future years.

Careful consideration shall be given to the panels, clinics and commercial exhibits; to workshop topics and materials used in the discussion panels, seminars and meetings for leaders, dancers, editors, recording artists, recreation and physical education leaders.

The dancing program shall be planned for the square dancers that are in attendance. This is a ^{USA}**WEST SQUARE DANCE CONVENTION**, and every effort should be made to keep the entire program oriented toward square dancing.

The sponsoring organization has been granted the right to use the registered trade mark, ^{USA}**WEST SQUARE DANCE CONVENTION** and it is required that the rules set out in the "Statement of Guidelines for Conducting a ^{USA}**WEST SQUARE DANCE CONVENTION** be followed. They are based upon the combined experience of all members of the USAWEST Policy Board (WPB), gained from the many prior Conventions attended and worked upon and the years of dedication to the activity.

Each Convention Committee is urged to make its own plans. The USAWEST Policy Board welcomes new ideas; it does not want each Convention to be merely a repetition of all previous conventions. This doesn't mean that you should search for loopholes or ways to change the Policies or Guidelines, but rather to look for new ideas to improve the convention within the framework of the Policies and Guidelines.

The USAWEST Policy Board does insist that the Convention be more than just a festival. It must be planned to:

- (a) Promote the square dance activity
- (b) Promote good, sound leadership training.
- (c) Include well planned, quality panels and discussions.
- (d) Present square dancing to the general public as a wholesome, enjoyable, relaxing recreation.

USA **WEST POLICY BOARD - (WPB)**

The USA **WEST POLICY BOARD** will consist of former General Chairmen of USA **WEST SQUARE DANCE CONVENTIONS** and elected or appointed experienced square dancers representing all the western states. The members of the WPB are responsible for and will become experienced in all aspects of the Convention. The WPB is responsible for:

- I. Determining and publishing:
 - (a) Guidelines for Conducting a Convention. (Many of the Guidelines on the following pages have been duplicated from a number of different sources, primarily from the National Executive Committee of the NATIONAL SQUARE DANCE CONVENTION attempting to acknowledge the many things that have been done correctly over the years and changing the certain items for our own purposes)
 - (b) Guidelines for the General Chairmen, the Directors and Committee Chairmen and Vice Chairmen.
 - (c) Informational Forms, Questionnaires, Bulletins, and other necessary forms required for the proper conducting of the USA **WEST Square Dance Convention**.
- II. Counseling with and guiding the General Chairman and his Committees in conducting the Convention each year.
- III. Determining and Publishing:
 - (a) The rotation for the host organizations for future Conventions.
 - (b) The manner of entry and exit of state participation into the WPB.
 - (c) What portion of the income to the WPB shall be distributed and in what manner and to whom

ADVISORS

The USA **WEST Policy Board** will appoint from its members to act as Advisors to the General Chairman and to act as liaison between the WPB and the General Chairman, his Directors and Committee Chairmen. These Advisors will help make plans and give advice regarding all aspects of the Convention, calling on the other WPB members for any help and advice needed.

Some members of the WPB have gone through the experience of running a Convention as General Chairman; they have all danced and worked as club and organization officers for many years. All are tuned into the needs and wants of their states' square dancers. That accumulated knowledge and experience should be called upon.

In addition to the Advisors specifically assigned to an individual Convention, certain specific assignments have been made to ensure continuity from year to year in some of the major areas of Convention activity.

The assignments of WPB members to specific phases of convention activity will be found on the following pages. They are usually made with reference to the background of the WPB members and their previous experience. When new members join the WPB, additional assignments will be made as required.

USA WEST SQUARE DANCE CONVENTION

Dates and Location

A Quality International Square Dance Experience

in the

Western United States

Organizational Chart (SAMPLE)

GENERAL CHAIRMAN & CO-CHAIRMAN

Secretary

Computer Coordinator

DIRECTORS OF THE YOUR BOARD'S NAME

<u>BUSINESS</u>	<u>PUBLICITY</u>	<u>REGISTRATION</u>	<u>SERVICES</u>	<u>SQ. DANCE</u>	<u>ROUND</u>	<u>DANCE</u>	<u>GENERAL</u>	<u>EDUCATION</u>	<u>FASHIONS</u>	<u>SOCIAL EVENTS &</u>	<u>SPECIAL</u>
				<u>PROGRAM</u>	<u>PROGRAM</u>	<u>PROGRAM</u>		<u>PROGRAM</u>			
FINANCE	NATIONAL	PRE-REG	FACILITIES	CALLERS	CUERS	CONTRA	PANELS	SHOW	HOSPITALITY		
PRE-REG BOOKLET PROGRAM BOOKLET	LOCAL	HOUSING	SECURITY	ADVANCE	SHOWCASE	CLOGGING	SEMINARS	SEWING	CONCERT		
	RADIO TV & PRINT	R-V'S	BUSING	CHALLENGE	CLINICS	COUNTRY WESTERN		COSTUMES	TOURS (PRE & POST)		
WAYS & MEANS			SOUND			LINE DANCING		DECORATIONS	MISC.ACTIVITY GOLF TR'MT.		
VENDORS			AUXILIARY SERVICES			SOLOS			B.B.Q.		
PURCHASING			EMERG.HEALTH			YOUTH			RODEO		
						EXHIBITIONS					
						CEREMONIES					

STATEMENT OF POLICIES FOR CONDUCTING A
USA^{WEST} SQUARE DANCE CONVENTION®

1. The **USA^{WEST} POLICY BOARD** shall be responsible for the policies, procedures and Convention site selections for conduct of future **USA^{WEST} SQUARE DANCE CONVENTION®**.
 - a. The **USA^{WEST} POLICY BOARD** pledges its assistance to each current Convention planning committee and requests that each member be placed on the mailing lists so as to be informed of all current developments as they progress.
2. The sponsoring organization shall appoint, as the Convention General Chairman, an active square dance couple. Once selected and named, the General Chairman shall not be replaced without prior approval of the **USA^{WEST} POLICY BOARD** in writing.
 - a. The General Chairman shall have complete authority, without any outside interference, to personally appoint the Assistant General Chairman and the Directors. The General Chairman shall retain the authority for final approval of all committee members.
3. The General Chairmen and all following General Chairman should meet with the their planning techniques and problems. These chairmen should be kept acquainted through bulletins, news releases, and letters of all developments concerning the current Convention. The succeeding Conventions shall not publicize their Conventions until the current Convention takes place. This is necessary to protect the current Convention.
 - a. However it is permissible and even advisable to initiate and establish contacts with square dance and round dance leaders as early as possible, knowing many of them book several years out, for attendance and tentative placement as panel, clinic and workshop moderators and members.
4. When a city is awarded the **USA^{WEST} SQUARE DANCE CONVENTION®** they shall arrange a meeting within approximately 90 days after that award with **USA^{WEST} POLICY BOARD** representatives from their district to coordinate the organization of their committees and the procedures for conducting the Convention, said representatives to sit in on as many meetings as shall be necessary with the organizers of said Convention. Expenses of such a meeting, except those of the advisors shall be borne by the successful local group. A meeting shall be arranged with the **USA^{WEST} POLICY BOARD** for each convention preceding their own, for discussion of plans, organization and any other Convention business, if deemed necessary by either party.
 - a. As an aid during early development and planning phase, and to minimize future problems, a standard organization chart will be furnished to the General Chairman for application to his Convention. The only variance permitted to this organizational chart will be in the number and category of the sub-committee below the main committee listed for each Chairman. All primary personnel should become familiar with and adhere to these Operating Guidelines.
 - b. A standard format and a standard financial statement or report format must be approved by the **USA^{WEST} POLICY BOARD** for use during this Convention.

- c. As soon as possible, a complete set of detailed Operating Guidelines of the latest issue approved by the ^{USA}**WEST POLICY BOARD** will be furnished the General Chairman for use from the initial planning phase through completion of the Convention.
5. At the time of the award, sponsoring organization will be given an outline of the various convention activities by type, indicating the name of the ^{USA}**WEST POLICY BOARD** member responsible for each. It will be incumbent on that organization's convention committee to coordinate their responsible activities with the ^{USA}**WEST POLICY BOARD'S** designated representatives periodically during the various phases of planning and development, to request advice and approval on plans and arrangements.
6. All members of the ^{USA}**WEST POLICY BOARD** shall be forwarded copies of all news releases and minutes of the general committee meetings.
7. In order to protect the sponsoring organization, its officers and members, a separate corporation with its own bank account should be set up by the sponsoring organization for the purpose of conducting the ^{USA}**WEST SQUARE DANCE CONVENTION**®.
 - a. Particular care will be exercised on public releases of financial statements due to frequent misinterpretations of statements and figures.
 - b. However, the sponsoring organization is encouraged to release information on the amount of surplus monies and information on the planned program for the use of the same, for the perpetuation and advancement of the square dance activity. This information should be released to all known square and round dance publications simultaneously.
8. The sponsoring organization, or the Convention Corporation, shall contract for liability insurance in sufficient amounts to cover possible accident or damage costs that may occur in connection with the conduct of the convention. The ^{USA}**WEST POLICY BOARD** shall be included in the contract. The ^{USA}**WEST POLICY BOARD** may be able to assist with this insurance.
9. The convention shall be planned primarily for the enjoyment and benefit of square dancers, yet provide for the further development of the square dance activity through a planned interchange of ideas and methods among all participants.
 - a. Provisions should be made for fellowship or relaxation rooms with chairs and/or couches and checking facilities. Proper identification, direction, and publicizing shall be provided.
 - b. Hospitality shall be a prime consideration and every effort will be made to enlist city officials and businessmen in this endeavor.
 - c. All convention activities must be planned on the basis that they exert tremendous influence on the square dance movement nationwide and set the patterns and examples for numerous phases of the activity for the coming year. Careful consideration should be given to panel, clinic, and workshop topics and material, to comfortable rhythmic calling that will provide for smooth dancing and to the types of commercial booths and their products, that will, in a sense, be receiving the endorsement of the convention by their very existence.

10. Program participants should be selected from as many varied areas of the states as possible in order to maintain a national flavor and avoid the appearance of favoritism.
 - a. No expenses or fees shall be paid to any participants, singly or in groups, nor shall any waiver of registration fees be made. The reputation, importance, value and enjoyment of the ^{USA}**WEST SQUARE DANCE CONVENTION**® should be inducement enough. An exception is permissible for those participants who are not directly associated with the square dance activity, but who will contribute to the programmed Convention or its related requirements. Also excepted are the musicians playing for the programmed activities.
 - b. Each sponsoring organization may, on the basis of local conditions, determine advisability of using paid "live" music or records for any or all programmed dances.
11. The Convention shall include discussion panels, clinics and workshops for leaders, dancers, editors, recording artists, recreation leaders, etc.
 - a. Panel, clinic, and workshop chairmen should be requested to have available, whenever possible, pre-printed material for handouts to participants during the session where presented. Attempts should be made to use workshop material, such as new figures or dances, during the programmed dances.
 - b. Maximum effort will be expended to emphasize education activities and to prominently publicize educational aspects of the Convention.
 - c. Care must be exercised to program as moderators and panel members, leading members of that part of the activity with which the subject matter of the panel deals.
12. Care should be exercised to screen callers programmed for participation in convention activities to determine and insure that they are active callers. Every effort should be made to avoid the use of the ^{USA}**WEST SQUARE DANCE CONVENTION**® by any caller for the furtherance of his personal interests, or as a sounding board for a new or "about to be" caller.
 - a. Programmed callers should be cautioned to avoid projecting any feeling of extremely "fast time" or "contest type" calling into the dances but should rather be encouraged to provide calling that is enjoyable to an overwhelming majority of the square dancers in attendance.
 - b. A determined effort must be made to impress all that the very life of our activity is dependent on the caller-leaders setting the example through their calling of the basis requirement for grace and rhythm in square and round dancing.
13. The Convention shall include clinics for demonstration of, and opportunities for dancers to participate in round dancing, contra and quadrilles. Folk dances of foreign countries, if presented at all, should be very limited.
14. The Director Education shall be active dancers and shall not be active square dance callers or round dance instructors.

15. All Convention activities shall be planned, programmed, and scheduled in such a manner that they shall be concluded prior to two (2) AM each day.
16. Only one official Convention Program book will be printed, publicized or circulated as such.
17. A vigorous publicity campaign must be prepared, and initiated at the Convention immediately preceding, followed by national and local releases at least monthly, using newspapers, radio, television, and magazines.
18. The current Convention General Chairman, together with the ^{USA}**WEST POLICY BOARD** president, shall arrange for a meeting approximately fifteen months prior to the convention, between the ^{USA}**WEST POLICY BOARD** and the local planning committee to review and approve the general program outline for the Convention. At this time an additional meeting should be arranged, if possible, with the local city officials, hotel and motel association representatives, and newspaper representatives so that the ^{USA}**WEST POLICY BOARD** may assist in promoting a greater degree of cooperation and support from these sources.
 - a. The General Chairman will arrange for a meeting of the local general planning committee(s) regularly after the ^{USA}**WEST SQUARE DANCE CONVENTION**® following their own pre-convention meeting. The General Chairman will keep the assigned ^{USA}**WEST POLICY BOARD** advisors informed of the schedule for these meetings so they may all attend, when possible, to furnish advice and guidance.
19. Directions and guidance furnished by the ^{USA}**WEST POLICY BOARD** to the local planning committees should be considered and accepted as simple guidelines by the sponsoring organization and planning committees.
20. A complete evaluation report on the Convention, covering all aspects and committee work, shall be made and a copy furnished to each ^{USA}**WEST POLICY BOARD** member and future general chairmen within 90 days following the close of the Convention. Such reports should primarily record planning and arrangements that were successful or lacking, with time factors involved, problems encountered and how solved, and recommendations for future improvement.
21. A complete record of all news releases (copies), convention data (attendance, registration, etc.) and a final financial statement shall be presented to the ^{USA}**WEST POLICY BOARD** within 90 days following the close of the Convention.
22. To insure quality sound in the Convention facilities, the contract for sound should be submitted to the ^{USA}**WEST POLICY BOARD** for approval before it is accepted and signed by the local Convention Committee.
23. A portion of the registration monies received from all registrants to the convention shall be paid to the ^{USA}**WEST POLICY BOARD** per the ^{USA}**WEST SQUARE DANCE CONVENTION**® *Contract*,. providing the Convention has surplus funds after the Convention is completed, These funds are to be used for expenses incurred in the planning and promotion of future conventions.
24. All registration and cancellation fees shall be set by the General Chairman and approved by the ^{USA}**WEST POLICY BOARD**.

USA West Square Dance Convention – Policy

General Chairman

The General Chairman couple should be individuals who are selected by the local dance organization, State, Council or Federation. Their couple's experience background should include a full knowledge of square dancing and all of its components.

In addition it is necessary that they have experience in organizing and operating large functions/dances and have experience as club/council, federation/state office positions. They will be forming a company, possibly a tax free corporation, operating it successfully and profitably, and involve many dancers.

As General Chairman they will appoint an Assistant/or Co-Chairmen, ten Directors as well as a Secretary, Legal Advisor and Computer Coordinator. They will be responsible for supervising all of the Directors activities and plans and requiring a Final Report from each for inclusion in their Final Report to the Policy Board. The Director Positions to be appointed are:

1. Director of Business
2. Director of Publicity
3. Director of Services
4. Director of Registration and Housing
5. Director of Square Dance
6. Director of Round Dance
7. Director of General Dance Program
8. Director of Education
9. Director of Fashions
10. Director of Social and Special Events

The General Chairman and committees will be required to plan and present a Pre-Convention meeting 15 to 18 months in advance of their convention. The Pre-Convention will include planning progress reports for all areas of the convention.

As convention plans progress, records must be maintained that will provide information for the Final Report to be presented to the Policy Board.

The General Chairman must establish the position that all agreements will be signed by the General Chairman and that no one can make a verbal commitment to any supplier. Every commitment/contract must be in writing. Also, all communication outside the committee Directors to outside interests must have the General Chairman's approval before sending. The General Chairman must establish a smooth information path to and from all the Directors and themselves.

USAWest – Guidelines – Business Outline

General Chairman appoints:

Chairman of Business & Treasurer

1. Incorporate this convention as a non-profit in your state.
2. Establish a budget, revise as necessary & take proper care of petty cash
3. Select which financial computer package to use.
4. Obtain an IRS tax Status of a 501 (C) 3 corporation.
5. ALL contracts to be signed by General Chairman or Business Chairman.
6. Obtain Insurance to cover from beginning to final wrap-up.
7. Seek help and ideas from the Policy Board members who have experience.
8. Stats and all data for final report.

Chairman of Business – Good solid business head – may combine treasurer’s work if necessary.

Treasurer’s work must also be a fit with the Registration Chairman.

Chairman of Business appoints:

Chairman of Purchasing - supplies, equipment, ways and means, & fund raising items (including forms for buying & printing as well as storage of items)

1. Stats and data for final report
- 2.

Chairman of Vendor Booths – Maintains priority list, contacts, contracts, parking and unloading and supervises same. Work with Service Chairman for power and cleaning. Know that the exhibitors always complain about everything

1. Stats and data for final report
- 2.

Chairman of Convention Program Book – Planning & Publishing same. Advertising should be sold as necessary to cover the costs.

1. Stats and data for final report
- 2.

USA West Square Dance Convention – Policy

Director of Publicity

The Director of Publicity is appointed by the General Chairman and is responsible for creating the interest of the dancers and to inform them with as much information as possible about the convention in the 12 months leading up to the convention. It is the responsibility of the Director of Publicity to have the General Chairman sign off on all press releases, internet information and written communications before they are released.

The Director of Publicity Is responsible for establishing a time line for releasing information about the upcoming convention beginning with the completion of the current convention. Those plans should include written press releases to the media, electronic application information as well as local media releases. Plans will include information releases to all 13 member states as well as National and International media.

Promotion should include information such as the following:

1. Time and dates of the convention
2. Registration information and forms
3. Housing & RV information
4. Overall view of the dance program
5. Education program information
6. Tour information
7. Special and other events
8. Any other information that will get the attention of dancers

It is necessary that records of the timing of the news releases, media used and results be maintained so that a Final Report of the information can be made to the General Chairman at the completion of the convention.

GUIDELINES
FOR
DIRECTOR OF REGISTRATION
AND HOUSING COMMITTEE

The most important requirement of this position is that the dancers be kept satisfied and must be handled with extreme patience. This is the first contact for most of the dancers with the Convention and it is imperative this Committee handle each dancer's registration and housing request (if applicable) promptly and efficiently.

DIRECTOR OF REGISTRATION & HOUSING COMMITTEE – QUALIFICATIONS

1. Patience
2. Continued Patience
3. Extreme Patience

DIRECTOR OF REGISTRATION & HOUSING COMMITTEE – JOB DESCRIPTION

1. Make the decision with the General Chairman, whether or not registration and housing will be computer managed or kept manually.
2. Appoint a Chairman of Registration
3. Appoint a Chairman of Housing
4. Appoint a Chairman of RV's
5. Appoint a Secretary (to record Minutes of Meetings and possibly assist with letter writing).
6. The Committee will meet with the General Chairman and Committee Directors to fully discuss and decide upon general handling policy for registrations, housing and RV's.
7. A decision must be made about Housing. It can be handled several ways:
 - A. Vice Chairman of Housing and Committee Vice Chairmen perform all phases of Housing.
 - B. If the Convention and Visitors Bureau has a Housing Division, a request could be made for them to assist or to perform the job.
 - C. The Convention Registration form will list the host hotels/motels with telephone numbers and instruct registrants to call by a certain date to receive a Convention discount.
 - D. Other methods and suggestions may be gathered from the USAWEST Policy Board (WPB) members, past Convention Final Reports, and fellow dancers.
8. If B (above) is chosen, close contact with the Hotels/Motels must be maintained by the Director of Registration and Housing to ensure that all promises and commitments agreed upon are remembered and understood by all concerned.
9. Make sure there are no hang-ups from the time Advance Registration is received until completely processed and confirmation sent back.
10. Coordinate the work-flow between the three Chairmen.

11. Keep all lines of communication open.
12. Furnish a monthly release to Director of Publicity to show up-to-date state by state, and foreign country registration count. Might also include number of hotel/motel rooms still available, and number of unfilled RV spaces.
13. Keep the General Chairman fully advised if any problems develop and what is happening within the committee.

GUIDELINES FOR CHAIRMAN OF REGISTRATION COMMITTEE

The Registration Committee really has two different jobs. The first is to promote and process advance registrations and the second one is to accept and process registrations at the door at convention time.

CHAIRMAN OF REGISTRATION COMMITTEE – QUALIFICATIONS

1. Appointed a minimum of 18 months before the Convention.
2. Attend upcoming Conventions before your own to observe and discuss with previous Convention Registration Committees any problems which were encountered and the solutions which were developed.
3. Helpful to have had previous experience working registration for a large event.

CHAIRMAN OF REGISTRATION COMMITTEE – JOB DESCRIPTION

1. Select an Assistant Chairman.
2. Vice Chairmen selection requires knowledgeable and capable workers. They will be the trainers of all other Committee workers.
3. Select Vice Chairman of Advance Registration/ Packet and Badge Pick-up (On Site)/At-Door Registration (On Site)
4. Select a Vice Chairman of Badge Preparation/ Ribbons
5. Select Vice Chairman of Cash Handling (Pre-Convention and Convention)
6. Select Vice Chairman of Statistics and Reports (Could be Assistant Chairman)
7. Select Vice Chairman of Computer Liaison if needed.
8. Appoint Secretary (to record Minutes of Meetings and possibly assist with letter writing).
9. Discuss and work with the Director of Registration and Housing and the Vice Chairman of Badge Preparation to design the Convention Badge.
10. Take badge design and ideas and suggestions to the General Chairman and the Board of Directors for final approval.

11. Registration forms need to be finalized with correct Convention information. Form has been standardized and should not be changed as to format. Be sure forms are correct and updated with all required information areas. It is required that the phrase "APPROPRIATE ATTIRE FOR THE INDIVIDUAL DANCE HALL" must appear on all registration forms, receipts, advertisements, etc. Space is to be provided for the registrant to order the Convention Program Book, Cook Book or other special features.
12. A proof copy of the Registration Form must be shown to and approved by the USAWEST Policy Board (WPB) Members no later than at the Pre-Convention Meeting 15 months before the Convention date.
13. Suggested amount of Registration Forms to order from a Professional Printer is 8,000 TO 10,000. You may expect to receive one registration for every ten handed out.
14. Attend Pre-Convention meetings to meet counterparts and to learn about the problems and solutions they encountered.
15. Meet with WPB Advisors if the opportunity arises to discuss problems and solutions with them.
16. Recruit a staff of willing workers to begin working at the Pre-Convention (approximately 15 months ahead of Convention) and to continue working at the Convention (one year ahead) and until the cut-off date registrants have been handled. Same staff will be needed to handle those registering at the Convention.
17. Work flow is vitally important between Chairman of Registration and the Housing Chairman.
18. Furnish a monthly release to the Director of Registration and Housing for publicity purposes, showing up-to-date, state by state registration report. If feasible show the number of hotel/motel rooms available as well as available RV sites.
19. Work with the Vice Chairman of Advance Registration/Package and Badge Pickup/At-Door Registration to determine facility needs for the Convention. Tables, chairs, counters and other properties should be requested through the Facilities Committee, under the Service Director. Make requests as early as possible, and plan well in advance. Make the request in writing and keep a copy. A rough sketch of the way you want the booths arranged will be very helpful.
20. Records must be kept-up-to-date so that at the close of the Convention statistics can very quickly be compiled and turned over to the General Chairman for inclusion in the Final Report.
21. Keep a chart or map showing the states and foreign countries registrants will be coming from with a total figure. While unofficial it is of interest to all dancers.

VICE CHAIRMAN OF ADVANCE REGISTRATION/PACKET AND BADGE PICKUP/AT DOOR REGISTRATION – JOB DESCRIPTION

1. Will receive and process registrations.
2. Select Assistant Vice Chairmen to assist with the various tasks.
3. Discuss and plan the badge design with the Chairman of Registration and the Director of Registration and Housing.
4. Do not have too many work sessions with the committee in the early months prior to Convention. A weekly session may be satisfactory to get all the registration work done, confirmations mailed and letters written. It can be determined as the work load increases or decreases.

“SELLING” ADVANCE REGISTRATION

1. There should be several committee members who travel around to go to clubs and festivals to “encourage” and sell advance registration.
2. All dancers, callers, leaders, committee members, USAWEST Policy Board members, exhibition groups, panel participants, and everybody who attends must pay the standard registration fee. Exhibitors (vendors) fee includes the booth space and two people’s registration fees; however additional workers in the booth must pay the normal registration fee.

SUPPLIES REQUIRED FOR PROCESSING ADVANCE REGISTRATION

The following items have been found most helpful to any Registration Committee to process registrations. Each Convention has its own requirements; however this list may be of some help:

1. Zip Code Book to verify town, city, street spelling and Zip Code. Can be purchased from Post Office.
2. Adding Machine with printout tape.
3. Copy machine (For Registration Committees Use Only) – necessary to make copies of original. There should be two sets of registration and related forms – one as the main set, and a second (backup) set at a different address in case of loss.
4. Large supply of pencils, pens, felt pens, pencil sharpener, staples, stapler, staple remover, paper clips (various sizes), rubber bands, scratch paper, self inking date stamps, Liquid Paper (for corrections) and miscellaneous office supplies, If using computers for registrations, lap tops or computers would be helpful.
5. Postage stamps or postage meter, return address stamp, self-adhesive labels and envelopes for mailings. Window envelopes may save time.
6. Large amounts of hard candy or something similar for both the registrants and workers to enjoy. Try not to supply anything that will make a mess. Anything left over can be used elsewhere.

START OF ADVANCE REGISTRATION

1. Advance Registration can start at the Pre-Convention Meeting, prior to the Convention, for dancers attending the Pre-Convention activities.

2. Arrange for and man a booth at the convention held one year prior.
3. Take a sufficient number of forms to that convention. Make sure the Publicity Committee, works with the Registration Committee to prepare packets of Registration forms and Publicity items for all USAWEST Policy Board (WPB) Members, state associations, federations, callers, leaders, clubs, and interested dancers to take home a supply for use in their areas.
4. Assist the Publicity Committee to prepare packets for mailing to all areas of the United States and foreign countries.
5. Establish a policy as to when the confirmations of Registration will be sent out, whether at time received, or one year prior to the Convention.
6. An early printout of those registered may be helpful to various committees (Tour, Shuttle Bus, RV, etc.) to get an idea of how many dancers plan to use the features offered.

TRACKING A REGISTRATION FORM RECEIVED IN MAIL AND OPENED BY REGISTRATION CHAIRMAN (OR DESIGNATED PERSON(S))

Prepare a Flow Chart so that the entire working group can make themselves thoroughly familiar with the step by step movement of the Advance Registration Form from the initial pick up at the Post Office or online (if available) through to completion.

- A. Upon receipt of a registration form, one or two persons should be responsible to scan, sort and separate the forms into four designated categories:
 - a. Process immediately: everything is OK on form and payment.
 - b. Hold for additional information.
 - c. Special considerations – caller/leader, exhibition group, exhibitor (vendor), etc.
 - d. Return to sender – lack of major items, such as fees, names, incorrect information, etc. Prepare a form letter to send back with the returns. This can be handled by each Convention's discretion, whether to keep registration information and request items needed or to send all back.
- B. Number, either by stamp or by hand, every Advance Registration form and every check with the registration number.
- C. Information verified, and money checked against information shown on form. A columnar type of information sheet is recommended.
- D. A tally sheet is prepared listing the registrations received in that one day. These tally sheets should be numbered in sequence to avoid misplacing or losing one, and it is recommended that each sheet be considered a complete batch and not carried forward. If more registrations than the Tally Sheet can hold are received that day, use one or two more sheets and list each as a separate batch. If information is incomplete, or money not correct the registration form might be set aside for correspondence, or the incorrect registration could be processed and the wrong information entered (with an

identifying mark to indicate that correction is required after correspondence with registrant). This is a decision that each Convention needs to consider.

- E. A copy of the Tally Sheet with accompanying remittance may be forwarded to the Treasurer for deposit, or Registration may have authority to deposit to a central account.
- F. The registration blank might be copied and copies furnished to other committees which need information from it. Prompt supply of printouts to the committees needing the information (Housing, Program, Education, Exhibitions, etc.) will be appreciated if the Convention does not have online viewing capacity.
- G. If the Convention or Convention and Visitors Bureau, is handling housing, then, the Housing Committee should receive a copy of the registration form for processing of room assignments, and then later on can either report those assignments to the Registration and Housing Director or enter the assignments into the online registration when their workload has eased, so that at convention time a printout can be made showing where the registered dancers will be staying.
- H. Check with postal authorities to see how much information you can include with the confirmation.
- I. The confirmation is sent back to the registrant. May include a letter of thanks for registering, ribbon, blank registration form, Special Event flyer, Tour Brochure, etc. Prompt handling of confirmation will be helpful or registrants will be telephoning, emailing or writing.
- J. If cancellations are received, notice of the cancellation must be routed to the committees of concern, so that records can be corrected. The registration form shows the date after which no refund will be given, and states that a charge per person will be made for changes and cancellations.

REGISTRATION ONE YEAR PRIOR TO CONVENTION

- 1. The preceding Convention Committee will provide a booth in a prominent location for the official beginning of registration.
- 2. Have sufficient trained personnel in booth, but do not over-crowd.
- 3. Trained personnel can assist inexperienced volunteers to make sure all information requested is not overlooked.
- 4. Make sure volunteers understand all portions of the registration form.
- 5. Have plenty of registration forms in booth to be distributed to persons requesting them.
- 6. Have confirmation forms available to be filled out by hand and given to the registrant. This saves time and postage.
- 7. If possible, have a separate room close by the registration booth to count money, store necessary items, do accounting, etc. If not available, perhaps an area could be curtained off.

8. Have the Vice Chairman of Cash Handling or an authorized member of the Registration Committee or a member of the Business Committee pick up the cash in a timely manner so that too much cash does not accumulate in the booth. The existing Convention's Business Committee should be able to make arrangements with the Convention bank to receive money and checks if this is the plan.
9. Be sure to have any office supplies as needed.

PREPARING BADGE PACKET

1. A month prior to Convention start preparation of Badge Packets.
2. Packet/Envelopes will hold the registrants badges, self adhesive labels with registrant's names, registration number, city, state or foreign country, number of past conventions attended, and perhaps free advertising tickets. An adhesive label affixed to the packet/envelope will show the Advance Registration number, the registrant's name, city and state. It should be coded to show if a Program Book, Cook Book, special tickets or other items requested are to be given out. Do not attempt to package everything up ahead of time – there will not be enough space available to store all of it.
3. The self adhesive labels may be prepared by using a computer or a badge label machine, if available.
4. About 200 registration Packets each can be alphabetically boxed and transported to the Convention.

AT-DOOR REGISTRATION

1. Plan and prepare to handle a volume of registrants, who will began to appear on Tuesday and Wednesday, and will continue to arrive until the last evening is nearly over.
2. If dancers come who have not registered in advance, they must be registered and a one day fee of not less than fifty percent (50%) of the full convention fee collected. Procedures need to be worked out so that during rush hours the lines do not get too long.
3. Work closely with Vice Chairman of Registration, Director of Registration and Housing, Vice Chairman of Cash Handling, and the Treasurer for Business Chairman to co-ordinate collections at door, and to decide how to handle the money and security.

AT CONVENTION/ADVANCE REGISTRATION/PACKET AND BADGE PICKUP/AT DOOR REGISTRATION

1. All booth facilities should have easy accessibility, and not be in an area which is in conflict with other working groups. Give everyone who is qualified a chance to help out, always under the guidance and supervision of experienced personnel.

2. Chairman of Registration should brief the personnel each morning to ensure that everyone is familiar with what is required for the efficient operation of the booth(s).
3. In the Registration Booth area, plan an operation for the speedy handling of the registrants. Orderliness is the prime concern, and the windows or tables or counters should be plainly designated in alphabetical order by states and then registrant's name.
4. It is suggested during rush hours a knowledgeable person direct traffic to the proper booth window/table or counter.
5. Crowded conditions curtail efficiency in the registration area if there are too many workers. Have separate booths or windows for the at-door registration. Utilize other booth/window areas if they are not busy.
6. 10% of all registrants may want to pick up their packets on Tuesday. It is suggested to have a skeleton crew on duty from noon until 5 PM.
7. It is suggested that registration booths/windows be open at 9:00 AM on Wednesday through Saturday. Booths/Windows may be open Wednesday until 10:00 PM, and Thursday and Friday 8:30 to 9:00 PM. Saturday the area can close down as early as is feasible. Publicize what the hours will be for each day.
8. Have all ordered items in the booth for distribution with the Registration packets. If confirmation and packet do not agree, refer problem to a troubleshooter at another booth/window so that others do not have to wait until it is resolved.
9. A badge repair station may be handy as pins break or may not be attached firmly.

VICE CHAIRMAN OF: BADGE PREPARATION

The design of the Convention badge is usually a very personal thing with each convention. Many times it reflects a unique or interesting aspect of the area, and the badge may or may not reflect that.

1. Meet and discuss with the Director of Registration and Housing and the Chairman of Registration to determine the design of the badge.
2. The design may have already been discussed elsewhere and if so a design may already be in the works.
3. Determine number of badges needed, and contact a badge maker to discuss cost, availability and any suggestions.
4. If everyone is in agreement order the badges.

RIBBONS

1. Decision is made among the Registration and Housing Committee members and the General Chairman whether or not to give a ribbon when an advance registration is received or mailed with the confirmation. This is for advertising purposes only.
2. If yes, a 2" x 8" ribbon in convention color(s) with adhesive strip is appropriate.

3. Determine the number of ribbons needed, logo design, wording and color and order the ribbons either by going through the Business Committee, or if so instructed, order through a local supplier.

VICE CHAIRMAN OF CASH HANDLING

1. Work out a schedule for the collection of all cash, checks, money orders, etc.
2. Co-ordinate with the Business Director the methods by which these receipts will be handled.
3. All monies received – Ways and Means projects, pre-registration and advance registration, sale of program books, cook books, camping deposits, registrations at door, etc. - are to be deposited into the Convention Bank Account or given directly to authorized person(s), and a deposit slip and tally sheet sent to the Business Director. Keep a duplicate copy for accounting records.

VICE CHAIRMAN OF STATISTICS AND REPORTS

1. Collect and classify all facts and figures related to the Convention from the very beginning of the Registration Committee's efforts.
2. If requested, compile a registration up-date showing name, state and/or foreign country, as of the last day of each month for the Director of Registration and Housing.
3. Send registration up-date list to the Publicity Director and General Chairman.
4. Prepare any statistical reports as requested.

VICE CHAIRMAN OF COMPUTER LIAISON

If the General Chairman has a Computer Liaison, it would be helpful if this staff member would assist the Registration and Housing Committee. If so, then there is no need to appoint a Chairman for this position.

In the event the Convention decides to handle the housing of registrants, whether internally or by the Convention and Visitors Bureau, Housing Division, the following guidelines apply:

GUIDELINES FOR CHAIRMAN OF HOUSING COMMITTEE

In some areas, the Housing tasks may be taken over by the Convention Bureau. It is still the Housing Chairman's responsibility to make sure that all of the following jobs are accomplished and that the dancers enjoy the overall experience.

CHAIRMAN OF HOUSING COMMITTEE – QUALIFICATIONS

1. Type of individual who loves detail work and is able to keep that work current
2. A leader and one who can be firm when necessary.
3. Appointed 18 months in advance.

CHAIRMAN OF HOUSING COMMITTEE – JOB DESCRIPTION

1. Appoint an Assistant Chairman 18 months in advance.
2. Appoint a Vice Chairman for each committee position 12 months in advance:
 - A. Hotel/Motel Housing
 - B. Group, Block Housing and/or Dormitories
 - C. Statistics and Records
 - D. Secretary
3. Organization of Committee should be completed by the preceding Convention and all persons well informed, if not well trained.
4. Six months prior to Pre-Convention, the Registration Chairman and Committee should begin to become familiar with the various hotels and motels and try to become acquainted with their advance registration rules.
5. Keep close contact with the businesses you select, however personnel does change often, so a monthly check in would be appropriate. Keep them briefly updated on the progress of the Convention, the current number of dancers registered and the number of rooms requested from their venue. Answer their questions honestly. If they understand that you are anxious to cooperate with them, they will cooperate with you.
6. Request that each Vice Chairman appoint an Assistant who will be completely informed of all work in progress and any problems that may develop. The Assistant should be able to take over if the Vice Chairman is unable to continue.

7. Prior to the Convention, the Housing Committee should receive in writing, firm commitments from each hotel and motel on the number of rooms allocated through a specific date, and the cost of each unit.
8. Dancers who register at the Pre-Convention Meeting and those who register at the Convention preceding yours will be given room preference over any other room request. This is of utmost importance.

VICE CHAIRMAN OF GROUP HOUSING, BLOCK HOUSING AND/OR DORMITORIES

HANDLING GROUP HOUSING – LESS THAN 25 ROOMS

1. Recommend that registrant requesting group housing submit all registration forms and checks at one time and specify which housing unit is desired.
2. If a hotel/motel deposit fee is required, the contact registrant requesting group housing needs to be informed, and the deposit sent to the Registration and Housing Committee as per instructions from the Housing Chairman, for inclusion to the hotel/motel.
3. Process in the daily flow of registration and housing.
4. Some groups turn in false names to hold a room, and then request a change at a later date. It is permissible to add reasonable handling fees for this, if desired.
5. No accommodations should ever be assigned without a registration.
6. It is vitally important that someone from the hotel/motel contact the registrant of confirmation of room. Plan to keep in very close contact with the hotel/motel to be sure someone has written or talked to the registrant.
7. An alphabetical and duplicate file should be maintained in case of computer failure, as well as a file by each hotel and motel.
8. As cancellations are received they should immediately be handled for room re-assignment.
9. Hotels/motels are to understand that as a cancellation is referred to them, the room is not to be released, but is to be assigned to another individual by the Housing Committee.
10. Knowledgeable Housing Committee personnel should be in the Registration booth at Convention to answer any housing questions that may arise.
11. Cell phones or phones with outside lines may be most useful in case a hotel/motel needs to be contacted on the registrant's behalf.
12. The wrap-up or final reports of previous conventions may be helpful. They could reveal problems that were encountered and also the recommendations.
13. The USAWEST Policy Board (WPB) Advisors are ready, willing and able to help.
14. Decide whether a Vice Chairman of Statistics and Reports will be appointed or the Assistant Chairman of Housing may want to take on this job.

15. See Exhibits G and H as suggested Group Housing letters.

HANDLING BLOCK HOUSING – TWENTY-FIVE ROOMS OR MORE

1. Those desiring block housing must make a request in writing for a Block of rooms at least 10 months before the Convention.
2. The policy of USAWEST Square Dance Convention is to require a deposit of \$10.00 per room to hold the block, the contact registrant requesting Block Housing needs to be informed, and the deposit sent to the Registration and Housing Committee as per instructions from the Housing Chairman, for inclusion to the hotel/motel.
3. A confirmation letter will be sent back with an assigned block number.
4. As the Block leader sends in registrations with the correct block number indicated on the form, a tally sheet should be kept reflecting name, address, telephone number(s), total amount of money received, deposit per room if required and any other information necessary.
5. Some blocks turn in false names to hold a room, and then request a change at a later date. It is permissible to add reasonable handling fees for this, if desired.
6. Cancellations, over payments, etc., should be handled as for individual registrants.
7. See Exhibits A, B, C, D, E and F.

SUMMARY OF SUGGESTED PROCEDURES

1. Request two copies of all registration forms after they have been numbered.
2. The first copy is filed by registration confirmation number order.
3. Assign the second copy in a file folder(s) to proper Vice Chairmen.
4. Make two 4 x 6 file-card copies of the needed information.
5. One card file to be set up by hotel/motel; the second card file to be set up in alphabetical order.
6. On the hotel/motel cards, record the number of rooms allotted and the number of rooms assigned to date.
7. Place one of the 4 x 6 cards in the hotel/motel file, and the second card in the alphabetical file after noting on it the hotel/motel assignment.
8. Take the second copy of the registration form, mark it as to the hotel/motel assignment and send it on to the Vice Chairman in Charge.
9. Provide follow-up action to be certain that the registrants have received the housing assignment.

These examples may be helpful in contacting registrants requesting Block or Group Housing:

EXHIBIT A

(Your Convention Letterhead)

Dear Square Dancer:

We are pleased to hear of your interest in "Block" housing for the ___th USAWEST Square Dance Convention. Block Housing is reserving 25 rooms or more.

The enclosed BLOCK HOUSING POLICY of Procedure letter has been established to ensure fair and orderly handling of requests.

Please complete the "Letter of Intent" for blocking rooms at your choice of Hotel/Motel and forward to:

USAWEST Square Dance Convention
Attn: Block Housing
P.O. Box _____
City, State, Zip Code

Upon receipt of the "Letter of Intent" we will confirm your "Block" in writing and then follow the procedure as stated in the Block Housing Policy.

Hoping to hear from you soon.

Sincerely,

Housing Committee

EXHIBIT B

BLOCK HOUSING POLICY

1. A "Letter of Intent" to use Block Housing must be received by the Housing Committee post marked no later than October 1 previous to the Convention.
2. The policy of USAWEST Square Dance Convention is to require a deposit of \$10.00 per room for each room blocked.
 - A. This deposit must be received within 30 days from the date of notification confirming your block request. If the room deposit is not received within that 30 day period, you will forfeit your block request.
 - B. If some registrations have already been submitted for rooms, then only the balance of the blocked rooms would require the \$10.00 deposit.
3. The room deposit is fully refundable when registrations are received for all blocked rooms and/or rooms are released prior to _____1.
4. On _____1, a refund of \$10.00 per room will be made for all registrations received per room. The balance of rooms not used will revert back to the Housing Committee and the USA WEST Square Dance Convention will retain the \$10.00 per room deposit.
5. AN ADDITIONAL \$3.00 FEE WILL BE CHARGED FOR EACH NAME CHANGE OR CANCELLATION YOU REQUEST.

We will try to ensure housing in one Hotel/Motel. We suggest for your convenience, where applicable, you include in your tour package, bus transportation to and from the Convention area for your group. There will be NO shuttle service provided by the USAWEST Square Dance Convention.

All dates stated will be strictly adhered to and there will be NO EXCEPTIONS to this policy. Request will be returned for failure to follow the above stated procedures.

ALL 'BLOCK' REGISTRATIONS ARE TO BE MAILED TO;

USAWEST Square Dance Convention
Attn: Block Housing
P.O. Box _____
City, State, Zip Code

EXHIBIT C

LETTER OF INTENT

TO: BLOCK HOUSING DIRECTOR

WE ARE INTERESTED IN REQUESTING A BLOCK OF _____ ROOMS AT
(1) OR AT
(2) FOR THE DATES
OF WHICH IS _____ NIGHTS.

THIS "BLOCK" IS TO BE UNDER THE NAME OF:

C/O (Leader)

(Address)

(City, State, Zip Code)

(Day phone number)

(Evening phone number)

(Signature)

(Date)

EXHIBIT D

RE: CONFIRMATION OF BLOCK HOUSING:

Date

We have received your "Letter of Intent" dated _____, requesting "Block" Housing and hereby confirm your request.

We are blocking _____ rooms at _____

For _____

Please refer to Block Number _____

and Block Name _____

on all correspondence.

On all registrations submitted for your block, please complete the form as per attached sample; checking the room nights as needed, the type of room required; block housing space and the name of the leader.

Please forward your check for \$_____ as a block room deposit within 30 days from the date of this letter. If not received by _____ we will cancel your "Block" request and put the rooms back in inventory.

DEADLINE FOR BLOCK HOUSING REGISTRATION IS MARCH 1.

Sincerely,
EXHIBIT E

Date

RE: BLOCK NO. _____

In accordance with the BLOCK HOUSING POLICY, all registrations were due on March 1st.

A refund of \$ _____ representing _____ rooms for which registrations have been received is herewith enclosed. The balance of the room deposit is forfeited and the rooms revert back to the Housing Committee for general use.

A reminder that an additional \$3.00 fee per delegate, will be charged for each name change or cancellation you request. There will be no refunds of registration fees after June 1.

Sincerely,

Housing Committee

EXHIBIT F

Date _____

RE: BADGE PACKET PICKUP
GROUP/BLOCK HOUSING # _____

These are your instructions for picking up your badge packets. PLEASE READ CAREFULLY. This policy will be strictly adhered to.

As "Leader" you are responsible for the pickup and delivery of your group's individual badge packets. When you come for the packets, they will all be packaged together. You will pick up the entire package and distribute the individual badges, etc. to all members within your group.

Only you, or someone with WRITTEN AUTHORIZATION from you, may pick up these packages. Individual packets are NOT available for pick up. PLEASE be sure all members of your group understand this procedure. NO EXCEPTIONS.

You are reminded that badges are required for admission to all dancing areas at the USAWEST Square Dance Convention.

The badge pickup is located in the Registration Area of the _____ under the Block/Group Housing sign. The hours are from _____ to _____ on Wednesday/

BRING THIS FORM WITH YOU AND PRESENT IT FOR PACKAGE PICKUP!

Sincerely,

Housing Committee

Package picked up by _____

Housing Representative _____

Date _____

EXHIBIT G

DATE:

Dear Group Leader:

Enclosed is a computer printout of the persons included in your group. Please let us know if there is anyone in your group who is registered but not listed.

As we are starting to submit names for housing confirmations, we would like to know if you as Group Leader:

1. Wish to have all confirmations for your group sent to you for distribution? ___Yes ___No
2. Wish to be responsible for picking up all the badge packets for your group at Convention time? ___Yes ___No

We have assigned group number _____ to you. Please refer to this number on all correspondence.

Please indicate your answers on the duplicate copy of this letter and return it in the self addressed envelope as soon as possible.

Sincerely,

Housing Committee, Etc.

EXHIBIT H

DATE:

We have received your letter of _____ requesting Group Housing for the USAWEST Square Dance Convention. "Group" Housing is from 2 to 24 rooms. We assume you are acting as the "Leader" for your group therefore all correspondence pertaining to your housing will be addressed to you.

Enclosed are registration forms for the Convention. All individuals in your group MUST fill out the section pertaining to "Group Housing", indicating the name of the leader and his/her telephone number. This section is circled on the "Sample" registration form.

ALL OF YOUR GROUP'S REGISTRATIONS, HOUSING REQUESTS AND MONEY (OR CHECKS) MUST BE RETURNED TOGETHER IN ONE PACKAGE.

Your preference for hotel/motel will be taken into consideration and we will try to accommodate your request according to your choices. However, since housing is handled on a first come, first served basis, it is possible you may not get your first choice, but your second, third or fourth choice.

As "Leader" for your group, do you wish to have all registration confirmations sent to you for distribution? ___Yes ___No

Do you wish to be responsible for picking up all the badge packets for your group at Convention time? ___Yes ___No

A "Group" number will be assigned. Please refer to this number on all correspondence.

We will do our best to accommodate your group and ensure that your visit to the USAWEST Square Dance Convention is a pleasurable one.

Sincerely,

Housing Committee

GUIDELINES
FOR
CHAIRMAN OF RECREATIONAL VEHICLES (RV'S)

The Recreational Vehicles (RV's) Committee should extend the same hospitality that is extended to the dancer who plans to stay with family, friends, or in a hotel/motel in the Convention city. The RV Chairman is as important to the success of the Convention as the Housing Chairman, even though not nearly as many dancers are being served.

The site of the Convention seems to have a great deal to do with the number of RV or camping spaces required. Check into RV statistics from past Conventions to learn how many spaces were used.

CHAIRMAN OF RECREATIONAL VEHICLES (RV'S) – QUALIFICATIONS

1. Should be a dancer who is also a camper.
2. Should have experience with rally's or large camping affairs.
3. Must have the ability to cope with detail work and dedication to keep that work current.
4. Should be a leader who can be firm when necessary.
5. Appointed at least 18 months before the Convention.

CHAIRMAN OF RECREATIONAL VEHICLES (RV'S) – JOB DESCRIPTION

1. Attend Preceding Convention's Pre-Convention and Convention to talk with counterpart Chairmen about the problems and solutions they may have encountered.
2. Appoint Assistant Chairman with much the same qualities the Chairman has so that they can work together easily and be fully informed of all problems and of the work in progress.
3. Appoint Vice Chairmen 15 months before Convention so that they can attend Pre-Convention and at least one Convention before your Convention.
 - a. Vice Chairman Liaison to Registration to Receive and process RV Space Requests.
 - b. Vice Chairman Liaison to General Dance Program For Dancing Programs at the Campgrounds.
 - c. Secretary
 - d. Each RV situation is different and the available facilities will suggest other Vice Chairmen as needed.
4. Vice Chairmen should be well trained so they can talk with confidence to any dancer/camper about the facilities available to them.

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

USA West Square Dance Convention – Policy

Director of Services

The General Chairman appoints the Director of Services. The position is one that ties all elements of the convention together. Because of the importance of providing the many, rooms, halls, tables, chair, sound, Vendor space, Registration areas and many other items and equipment, the Director must work closely with the General Chairman and all Directors in the planning and presentation process.

All contracts that are necessary for services must be approved and signed by the General Chairman. No verbal commitment will be made to service providers by any service committee members. Everyone must be made aware of this requirement early on and review it regularly in the planning process. Everyone must be especially careful at convention set up time to follow this requirement.

A request form for services needed from all committees should be provided to each Director well in advance of the convention set up date so that their individual needs can be met. Any extra cost items beyond the original facility set up agreements must be approved by the General Chairman.

Hall set up and sound equipment needs must be coordinated carefully with the Directors of Square, Round and General Dance Programs as well as Education needs.

It's important to mention the need for water stations in or near each dance hall.

Records of hall and education room breakdowns, numbers of halls used with the square footage of each is important information that must be included in the Final Report to the General Chairman at the completion of the convention.

USAWest – Guidelines – Round Dance Outline

General Chairman appoints:

Chairman of Round Dance

1. Works with Dance Program Chairman to determine size, shape and number of halls available for Round Dancing.
2. Obtains Cuers names from all sources, gets them registered, determines ability levels (2-3, 3-4, 5-6)
3. Works with Sound Technicians for best available sound.
4. Sets up Cuer hospitality space, maybe with Callers.
5. Security for their equipment. (Work with Services.)
6. Arranges space and time and dancers for Showcase of Rounds.
7. Determines schedules for workshops & dancing – avoiding Fashion Show
8. Arranges for MC's for each session of dancing.
9. Helps or prepares syllabi for work-shopped dances
10. Stats and reports for all activities for Final Report

GUIDELINES
FOR
DIRECTOR OF THE GENERAL DANCE PROGRAM COMMITTEE

The General Dance Program Committee Director is responsible for an important phase of the USAWEST Square Dance Convention – the planning and arranging of a well rounded dancing program covering three full days and four nights of almost continuous dancing, for the beginner as well as for the experienced dancer.

This Director works very closely with the Director of Square Dance Committee and the Director of Round Dance Committee and all should attend each others meetings, as they all interact together.

One or more members of the USA WEST Policy Board (WPB) have been assigned as Advisors to each of the several areas of programming. The Advisors should be consulted for help and suggestions. The Program Chairmen from previous conventions can also be of tremendous assistance with their advice, knowledge and experience. Local and National preferences need to be considered.

QUALIFICATIONS FOR GENERAL DANCE PROGRAM COMMITTEE DIRECTOR:

1. Person or Persons with considerable experience as dancers.
2. Have worked on Festivals or large dances.
3. Have danced in other areas or states to know preferences in all sections of the country.
4. Able to guide Committee Members to work harmoniously together.

JOB REQUIREMENTS

1. Appoint an Assistant Dance Program Director (if you decide you need one) and a Secretary by 18 months before the convention.
2. Work with the Director of Square Dance and the Director of Round Dance to create a well-rounded Program. These Directors will fill the positions of Chairman of Square Dance and Chairman of Round Dance on the Committee.
3. Appoint all seven of the other Dance Chairmen by 15 months before the convention with attention to interests of each, and so they can attend upcoming conventions to meet, discuss and learn from their counterparts.
 - A. Chairman of Contra (and Workshops)
 - B. Chairman of Clogging (and Workshops)
 - C. Chairman of Singles Dance (and Workshops)
 - D. Chairman of Youth Activities
 - E. Chairman of Advanced and Challenge Square Dancing (and Workshops)
 - F. Chairman of Exhibitions
 - G. Chairman of Ceremonies (and Formalities)
4. A BUDGET should be prepared for all the Program Committees and for each of the sub-committees, and submitted to the Board of Directors for approval. The budget can be revised from time to time as required by the number of registrations received.
5. Must co-ordinate all the dancing program for all ages and all dancing participation at the convention.
 - A. Square
 - B. Round
 - C. Contra
 - D. Clogging
 - E. Singles
 - F. Youth
 - G. Advanced and Challenge Square Dancing
 - H. Exhibitions
 - I. Ceremonies
 - J. Any other dance program scheduled

6. It is suggested that a folder be made up for each Chairman containing the following:
 - A. Statement of Policies for conducting a USAWEST Square Dance Convention.
 - B. List of USAWEST Policy Board (WPB) Advisors assigned to each specific area of program.
 - C. General Organization Chart
 - D. Program Committee Organization Chart
 - E. Job descriptions for Directors, Chairman and Vice Chairman
 - F. Suggestions received from the USAWEST Policy Board (WPB) Advisors and/or other members.
 - G. Any material from past conventions felt to be helpful, with the suggestion that all these ideas may be copied and passed on to Chairmen, Vice Chairmen and workers, if appropriate.
 - H. Minutes of meetings, notes, etc., may be included in these folders, along with questions, answers, ideas, etc., from general meetings, conferences, etc.

ITEMS FOR GENERAL DANCE PROGRAM DIRECTOR TO KEEP IN MIND REGARDING CALLERS AND LEADERS:

1. Work together with the Square Dance Committee Director and the Round Dance Committee Director to compile a list of Callers/Leaders from past major Convention's Program Books and similar sources, paying special attention to "National" (traveling) callers.
2. Decide if the General Dance Program Director will send out the invitations or if the Square Dance Director and the Round Dance Director will send out their respective invitations.
3. About 18 months before Convention, the first letter is sent out to the National Callers, and Round Dance Leaders. General Dance Program Director will send out letters to Youth Leaders, Contra Cuers, Exhibition Group Leaders, Exhibition Groups, etc. They all are to be reminded of the Convention and invited to come and participate.
4. Out of Area or out of State Callers/Leaders will be sent questionnaires, with a cut-off date for its return, if they wish to be programmed for the Convention. This cut-off date should coincide with the final date established beyond which newly registered callers/leaders will not be programmed, so that the list will not contain any names who may have in the meantime cancelled out.
5. Out of Area or out of State Callers/Leaders who are relatively new to the activity should also have an opportunity to take part even if it is only a minor part.
6. The Square Dance Committee and Round Dance Committee Directors need to keep the General Dance Program Committee Director informed and up-to-date as to the Callers and Leaders who respond to the letters of invitation.
7. An accurate list of all Callers/Leaders who have registered should be given to the Convention Program Book Chairman
8. Make sure each Caller/Leaders name is listed in the Caller/Leader roster of the official Convention Program Book. It also becomes a convenient reference for dancers to contact same callers/leaders.
9. Local and state Callers/Leaders (unless they are also "National" callers) will be used as Aides, M/Cs and Alternates at Convention time. This policy should be explained to the local Callers/Leaders at their association(s) meetings, etc.; where it can be pointed out that they will

- probably be called upon to fill in for “no-show” callers. etc., and will very likely get as much exposure as most of the callers from far away.
10. Be sure to list their names and addresses in the Program Book also.
 11. Callers must be provided for round dance rooms where needed.
 12. If no response is received to the questionnaire, and a follow-up letter still receives no reply, you should not program that Caller/Leader.

AFTER REGISTRATIONS START TO COME IN, the following suggestions may be helpful:

1. Most everything now days, is handled by computer. Accurate Data entry by the Registration Committee is essential, with an online viewing process for all of the Directors and Chairmen to utilize. Thus all will be able to obtain information regarding their area of the Program.
2. If there are some individuals who prefer hard copy, then each registration form that comes in with the participation part filled out should be copied and sent on to them.
3. A method of listing these program participants, with evaluation and scheduling date should be utilized.
4. In February preceding the Convention, contact CALLERLAB, the USAWEST Policy Board, and any other wide area organization, asking for help in rating all the callers/leaders who have registered. (Only those registered can be programmed).
5. Keep close contact with the Publicity Committee on all phases of programming. Good publicity creates interest and attendance at conventions.
6. Accurate lists of names and addresses of participants in all nine areas of the Dance Program Committee are essential as these will be printed in the Official Convention Program Book (and the pull-out sheets).
7. At Convention time, the General Dance Program Director (and Assistant) work with the Chairmen in the coordinating room, with check-ins and substitutions.
8. After the Convention is over, thank you notes or certificates of appreciation should be sent to all those who participated as Callers/Leaders.

GUIDELINES FOR CHAIRMAN OF CONTRA

Contra Dancing is going through a tremendous re-growth in popularity and it should receive equal importance with square and round dancing at the USAWEST Square Dance Convention. There are an increasingly larger number of excellent callers and teachers of Contra in the country. If none are available in your area, start at the beginning of Convention planning to introduce and develop Contra in your local, square and round dance clubs.

QUALIFICATIONS FOR CHAIRMAN OF CONTRA

1. Be familiar and enthusiastic about Contra Dancing.
2. Appoint Vice Chairman ___months before Convention.
3. Start early to create enthusiasm for Contra in yourself, your Vice Chairmen, and dancers. A well danced, well called Contra program will never be dull.
4. Arrange for information from Registration Committee to receive all pertinent information from Registration Forms relative to the Contra Program.
5. Familiarize yourself with the Policies for conducting a USAWEST Square Dance Convention. Previous Convention Leaders will help you, as will the USAWEST Policy Board (WPB) Advisors who have knowledge and experience to assist you.
6. Obtain a lot of help. You can use M/Cs, host, hostesses, statisticians and dancers.

VICE CHAIRMAN OF CONTRA DANCING PROGRAM – JOB REQUIREMENTS

1. Schedule all Contra Dancing.
2. Coordinate with General Dance Program Committee Director and the Chairman of Contra, the requests for halls, sound and all other facilities and equipment necessary. The General Dance Program Committee Director then refers the requests on to the appropriate Committee Director in charge of these items.
(Contra requires a hall with the length permitting the lines necessary to perform the figures.)
3. Obtain a list of participating Contra Callers from previous conventions for your invitation list of those you want to attend and call.
4. Obtain a list or copies of registration forms from Registration, of registrants who indicate interest in the Contra Program.
5. After conferring with the Chairman of Contra and the General Dance Program Director about the Callers who will be invited, the invitations are then sent out. The Callers should be instructed to fill out an enclosed Registration Form and check off the appropriate place in the participation box on the form that they have an interest or ability in Contra calling and dancing.
6. Work closely with coordination room for caller availability. Avoid scheduling any one caller so frequently in the Contra program, as most of the Contra Callers are also Square Dance Callers and would like to be programmed as such.
7. Schedule some Contra Dances in the main square dance halls.

VICE CHAIRMAN OF CONTRA WORKSHOPS – JOB REQUIREMENTS

1. Schedule all Workshop activities.
2. Work closely with Vice Chairman of Contra Dancing Program and with the Chairman of Contra.
3. Confer with the Vice Chairman of Contra Dancing Program to include an invitation to Callers to indicate on their Registration Forms their interest in Contra Workshops.
4. Work closely with coordination room for Caller availability.
5. Work for a Contra Caller Clinic for an hour a day, either before or after the regular Callers' Seminar, or possibly a section of the Seminar could be devoted to Contra calling. (Must be coordinated with the Education Committee).

VICE CHAIRMAN OF CONTRA LIAISON WITH EDUCATION COMMITTEE – ON PANELS AND WORKSHOPS – JOB REQUIREMENTS

1. Coordinate the scheduling of Contra Panels and Clinics with the Education Director. (Workshops remain under the jurisdiction of the General Dance Program Committee).
2. Suggest and furnish Education Committee Director a list of Contra Callers and Leaders as possible Panel and Clinic Vice Chairmen and work closely with them to have at least two panels or clinics on Contra included in the educational portion. Well known Callers and Teachers of Contra could serve as panelists and clinicians.
3. Arrange with the Showcase of Ideas Committee (in Education Committee) to have a display of Contra literature in the Showcase area.

VICE CHAIRMAN OF CONTRA TRAIL-END DANCES & AFTER PARTY DANCES – JOB REQUIREMENTS

1. Schedule and coordinate a Contra Dance After Party.
2. Schedule and coordinate a Contra Trail-End Dance.
3. Contact and schedule capable Contra Callers for these dances.
4. Make sure Publicity Chairman receives all information about these dances.
5. Make arrangements for all necessary facilities and equipment to be available for these dances. Requests must be channeled through Chairman of Contra Dancing Program, General Dance Program Director, to the Services Committee, to the Facilities Chairman.
6. These dances are to be a scheduled part of the Convention activities and presented at no charge to participants. Trail-End Dances on Wednesday night should end about 11:00 P.M. and After Party Dances on Thursday, Friday (and possibly Saturday) by about 1:00 A.M.
7. Arrange with Hospitality Vice Chairman (In Social and Special Events Committee) for Hosts and Hostesses to be in attendance. (Unless the General Dance Program Committee has elected to provide its own hospitality for all phases of the Program).
8. The Vice Chairman or a member of the committee is to attend all of these dances.

VICE CHAIRMAN OF CONTRA HOSPITALITY (If Needed) – JOB REQUIREMENTS

If the Contra Dance Chairman and or General Dance Program Chairman prefer to make their own hospitality arrangements, it is suggested they do so; however complete discussion needs to be held with the Chairman for Hospitality, under and channeled through the Director of Social and Special Events Committee, and with the full knowledge of the General Chairman, to make sure that all the hospitality assignments pertaining to the Contra Dance Program are carried out and that none is overlooked.

VICE CHAIRMAN OF CONTRA STATISTICS AND REPORTS – JOB REQUIREMENTS

1. Compile and furnish Chairman of Contra all facts and statistics on participation in all Contra events.
2. Compile and deliver all information to Chairman of Contra for WPB Final Report and Questionnaire.
3. Write publicity items on Contra and delivers it to Publicity Committee.

GUIDELINES
FOR
CHAIRMAN OF YOUTH ACTIVITIES

The following is a suggested list of positions needed for the Youth Activities Program. Every effort should be made to use capable young people:

CHAIRMAN OF YOUTH ACTIVITIES – JOB DESCRIPTION

1. Coordinate the activities of all the Vice Chairmen.
2. Report results, problems and progress to the General Dance Program Director.
3. Appoint these Chairmen (if applicable):
 - A. Vice Chairman of Youth Square Dancing
 - B. Vice Chairman of Youth Round Dancing
 - C. Vice Chairman of Youth Workshops
 - D. Vice Chairman of M/Cs, Aides and Alternates
 - E. Vice Chairman of Chaperons (Adult) and Hospitality
 - F. Vice Chairman of Trail-End, After Party Dances and Special Activities
 - G. Vice Chairman of Statistics and Reports
4. Work with all Vice Chairmen listed above to ascertain their facilities needs, which include sound equipment, chairs, tables and any other equipment deemed necessary.
5. Work with the General Dance Program Chairman so that the Facilities Chairman (in The Services Committee) will be aware of their needs.
6. Make sure all of the Vice Chairmen in the Youth Program try to arrange their time tables so that any Youth Exhibition Groups will be able to attend as many of the other Youth Activities as possible, keeping in mind the Groups need for practice time.

SUGGESTED JOB DESCRIPTIONS:

1. VICE CHAIRMAN OF YOUTH SQUARE DANCING
 - A. Set up Square Dance Program for the Youth dances.
 - B. Work with Vice Chairman of Youth Round Dancing to select round dances for the Youth Square Dance Program.
2. VICE CHAIRMAN OF YOUTH ROUND DANCING
 - A. Set up Youth Round Dance Program for round dancing.
 - B. Work with Youth Square Dance Vice Chairman.
3. VICE CHAIRMAN OF YOUTH WORKSHOPS
 - A. Set up various square and round dance workshops.
 - B. Do a study of past convention reports to see what worked and what didn't.
 - C. Determine if Workshops that were popular could be enlarged.
4. VICE CHAIRMAN OF YOUTH M/C'S, AIDES AND ALTERNATES
 - A. Work with the Vice Chairmen of Youth Square Dancing, Round Dancing and Workshops for their needs in M/Cs, etc.
 - B. Work with any other area that needs M/Cs, etc. for Youth Activity.
5. VICE CHAIRMAN OF CHAPERONS (ADULT) AND HOSPITALITY
 - A. This should be an adult couple.
 - B. They will work with the various Youth Vice Chairmen to determine an adequate number of Chaperons.
 - C. Proper selection of adult Chaperons is vital, as the Youth activity begins at the time of the Convention.
 - D. Could solicit clubs to ask members to sign a list (Name and mailing addresses) if they would like to chaperon. Lists could be forwarded and then selections made. Chaperons should then be notified of their selection.
 - E. If the Youth Program Chairman (and/or the Program Director) prefer to make their own hospitality arrangements, it is permissible, if discussions with the Chairman of Hospitality (through the Director of Social and Special Events Committee) and the General Chairman agree.

6. VICE CHAIRMAN OF YOUTH TRAIL-END, AFTER PARTY DANCES AND SPECIAL ACTIVITIES
 - A. Arrange for Youth trail-End and After Party Dances through the Vice Chairman of Adult Trail-End Dances and Vice Chairman of Adult After Party Dances.
 - B. Could arrange a special style show for Youth, coordinated with the Special Events Chairman and their Style Show Vice Chairman.
 - C. Other special activities might be planned.
7. VICE CHAIRMAN OF YOUTH STATISTICS AND REPORTS
 - A. Keep complete records of Statistics on the number of persons attending the various Youth Activities.
 - B. Keep other records deemed pertinent to the Youth activity, as this information becomes a great help to following Conventions in their planning stage.

GUIDELINES
FOR
CHAIRMAN OF CLOGGING COMMITTEE

This Chairman is responsible for the success of the entire clogging program, and reports directly to the General Dance Program Director, who is responsible to the General Chairman. All business of the Clogging Committee should be conducted through this line of organization.

Clogging is becoming a popular addition to the USAWEST Square Dance Convention, however it should not compete with other areas, but rather compliment them. USAWEST Square Dance Conventions are not to promote individual gain or recognition. Awards, either material or monetary for outstanding performance are forbidden, as is the encouraging of a contest atmosphere. This is not to prohibit the introduction of new steps or the demonstration of them for the dancers to learn and enjoy.

CLOGGING CHAIRMAN – JOB DESCRIPTION

1. Plan and coordinate the clogging program for each day of the Convention.
2. Attend all General Dance Program Committee meetings.
3. Submit all necessary reports to the General Dance Program Director.
4. Advise the General Dance Program Director of all necessary sound requirements, signs, ribbons, decorations, or other properties needed in the clogging hall.
5. Submit request to the General Dance Program Director for all coordination needed with other Committees.
6. Appoint suggested list of positions ___ months before Convention. Assistants may be appointed if necessary.
 - A. Secretary, Clogging Committee
 - B. Vice Chairman of Programmed Clogging
 - C. Vice Chairman of Clogging M/Cs and Aides
 - D. Vice Chairman of Clogging Statistics and Reports
 - E. Vice Chairman of Clogging Printed Material (Syllabus)
 - F. Vice Chairman of Clogging Hospitality
 - G. Vice Chairman of Clogging Trail-End Dances and After Parties

JOB DESCRIPTIONS:

SECRETARY – CLOGGING COMMITTEE

1. Assist Clogging Chairman with any correspondence or Secretarial tasks.
2. Maintain a file of all reports and correspondence.
3. Attend all Clogging Committee meetings and record the minutes.
4. Assist the Clogging Chairman in preparing all requested reports.

VICE CHAIRMAN OF PROGRAMMED CLOGGING

1. Works with Vice Chairman of Clogging M/Cs and Aides to Schedule same.
2. Assist Clogging Chairman in contacting instructors registered for the Convention.
3. Assist the Clogging Chairman in coordinating the workshops, clinics, and special events.

VICE CHAIRMAN OF CLOGGING M/C'S AND AIDES

1. Works with Vice Chairman of Programmed Clogging to schedule M/Cs and Aides.
2. Instruct M/Cs and Aides of their duties at check-in time.
3. Responsible for keeping the Clogging Program moving and on time.

VICE CHAIRMAN OF CLOGGING STATICE REPORTS

1. Keep a complete record of all necessary statistics during the Convention.
2. Assure that forms are available, and adequate instruction has been given to all workers.
3. Assist the Clogging Chairman with any reports upon request.

VICE CHAIRMAN OF CLOGGING PRINTED MATERIAL (SYLLABUS)

1. Prepare all the material to appear in the Clogging Syllabus
2. Obtain bids from at least three printers for the best price.
3. Submit the Syllabus in final form to the Clogging Chairman for approval before sending it to the printer.
4. Distribute the Syllabus according to the previously determined procedure.
5. Prepare other material (handouts, forms, etc.) as required.

VICE CHAIRMAN OF CLOGGING HOSPITALITY

1. Requests, through the Clogging Chairman, all needed supplies, such as: chairs, pencils, tables, water pitchers, or special considerations required by the Clogging Hall.
2. Appoint workers to assist as needed.
3. Appoint Chaperons if deemed necessary.
4. Prepare flyers and hand-outs to assure Cloggers are aware of all events related to their hall, or the Convention at large, that they might be interested in attending.

VICE CHAIRMAN OF CLOGGING TRAIL-END DANCES AND AFTER PARTIES

1. Arrange through the Clogging Chairman for Trail-End Dances and After Parties.
2. After above items are approved, make sure that all needed information is forwarded to the sponsoring group(s).

SPECIAL NOTE: Trail Dances – on the way to the Convention, are not the responsibility of any Convention Committee.

GUIDELINES
FOR
CHAIRMAN OF EXHIBITION GROUPS COMMITTEE

An important and much appreciated part of any USAWEST Square Dance Convention is the Exhibitions Program. The scheduling of this program in prime dancing time in the main halls for each of the three days of the Convention is proof enough of this, as is the fact that the spectator seats are usually filled for all three nights (with dancers as well as spectators).

QUALIFICATIONS FOR CHAIRMAN OF EXHIBITIONS

1. Person or Persons who have been a part of an exhibition group, worked on Exhibitions for Festival Programs or who have attended several major Square Dance Conventions and observed their Exhibitions Program.

CHAIRMAN OF EXHIBITION GROUPS – JOB DESCRIPTION

1. Consider Exhibition Groups available and tries to not repeat the previous years Exhibition Program. Variety is quite important. Outstanding groups should be solicited if their appearance would help to round-out the Program. Groups related to Square Dancing should be considered first.
2. Contact Exhibition Groups, inviting them to register and perform. This can be started the year before your convention, at the previous convention and it would be good to have a packet of information to hand to them. This Exhibition Group Packet should include:
 - Housing
 - Dressing Rooms
 - Security
 - Registration
 - Performance halls or sites
 - Length of each performance
 - Special Effects
 - Contacts
3. Program Exhibition Groups
4. Check with Programming to make certain that Callers, Cuers and Prompters are not programmed in conflict with or too close to an Exhibition.
5. Try to avoid scheduling the mediocre. Exhibitions should not just be a series of routines which most of the dancers watching could do, but instead worked out so they appear outstanding and unusual. There are no specific limits to size of groups.
6. Try to keep the "hams" under control. If a group requests to split their performance into two or more different times, suggest that they do only one number.
7. Special Effect requests must be explained in writing and/or by video tape to see how their performance could be more enjoyable and worth the extra time, money and effort for the Convention to provide same.
8. Consider using a well-know leader or caller as Master of Ceremonies, because they are at ease with a mike, and do a good job of introducing and "building up" the performers.
9. A time limit may be necessary if you have a number of groups. The Exhibitions Program should not be over 1 to 1 1/4 hours each evening. Timing is vital. Do not let one group run overtime, and then cut off the next group. Be certain that all Groups are aware of the time schedule so they have time to make their entrance, do their number and make their exit.
10. Most of all put on a GOOD show. Cooperation with the groups should be a high priority.

VICE CHAIRMAN OF LIAISON AND HOSPITALITY – JOB DESCRIPTION

- A. When an Exhibition Group has written to you for information, answer the letter immediately. If you do not know the answer at that moment, at least acknowledge the letter – telling them that you will get the answer and will advise them as soon as possible.
- B. Need to find out through the Housing Chairman if there will be any home housing, dormitory housing or motel housing available to these groups.
- C. Each group should have a liaison person/s assigned to it that needs to know all of the information pertaining to all of the facets of needs.
- D. Work with liaison person/s coordinates their activities to avoid confusion and duplication of effort.
- E. Each liaison person/s should write to their Exhibition Group, informing them of their position, and asking if they have any advance questions that need to be answered.
- F. Give each liaison person or persons the Exhibition Group Packet that the Exhibition Groups received so that they all have the same information.
- G. Find out when the group plans to arrive and arranges for the liaison person/s to meet them and stay with them for as long as necessary.

VICE CHAIRMAN OF PUBLICITY – EXHIBITION GROUP PROGRAM

1. As soon as the Exhibition Groups attending your Convention are known, a list should be given to the Director of Publicity Committee, reporting back through the Chairman of Exhibitions and the General Dance Program Director.
2. Obtain pictures and write-ups for each of the Groups for the Official Program Book. This information should be forwarded on to the Program Book Committee.

VICE CHAIRMAN OF STATISTICS AND REPORTS

1. Keep a complete record of statistics regarding the Exhibition Groups, including number of groups, time slots provided, dressing rooms provided, security provided, etc.
2. Some of the information should be obtained from the Vice Chairman of Liaison and Hospitality, who has gathered it from the Liaison person/s.
3. Could also include estimates of spectators attending each performance.

USA West Square Dance Convention – Policy

Director of Education

The Director of Education is appointed by the General Chairman and is responsible for planning all educational panels, and seminars for the convention. It is important to note that all outside correspondence must have the approval of the General Chairman before it is released.

Education is an important part of the Convention as it supports and maintains the Conventions ability to qualify for the IRS 501 (c) 3 Educational tax exemptions. Dance teaches, Round, Square and others are also considered part of Education and should be taken into account.

As Director of Education responsibilities include the coordination of Panels, Clinics and Seminars with the dance program Directors to avoid scheduling conflicts and enhance the program with dance teaches and workshops that fit with subject presented at the panels, seminars and clinics.

Coordination with the Director of Services and Director of Publicity are important aspects in planning to insure meeting rooms and equipment are available. Information fed to the Director of Publicity through the General Chairman will assure maximum attendance at the Educational function.

A Final Report is required to be submitted to the General Chairman to include attendance totals, total education hours scheduled and subjects/themes and topics presented.

GUIDELINES
FOR
CHAIRMAN OF CEREMONIES AND FORMALITIES

Ceremonies highlight the opening of each evening's activities in the main hall at the Convention site, when attendance is at its peak and the dancers have gathered to relax and be entertained before dancing begins.

One to one-and-a-half hours prior to the openings is the perfect time to feature some crowd-pleasing exhibition groups, giving them the opportunity to perform before a mass audience who hopefully is seated. Concluding the ceremonies with a few more exhibition groups has been successful and tends to hold the audience until the Master of Ceremonies, concludes the event.

The Chairman of Ceremonies and Formalities should be appointed ___ months prior to the Convention. This position reports directly to the General Dance Program Director, but will be working with the General Chairman and the Assistant General Chairman, as this portion of programming is a coordinated effort.

QUALIFICATIONS FOR CHAIRMAN OF CEREMONIES AND FORMALITIES

1. Must be very organized and able to handle time schedules.
2. Must be prompt in making requests to other committees.
3. Must be personable and cooperative.
4. Originality is helpful.

DUTIES

1. Work with General Chairman and Assistant General Chairman to formulate a plan.
(See suggested schedule)
2. Write letters of Invitation to various Ceremony Personnel and Dignitaries.
3. Work with other committees.

CERTAIN ITEMS WHICH MUST BE INCLUDED IN THE CEREMONIES; i.e.

1. Welcomes by special dignitaries
2. Introductions of the Convention General Chairman
3. Introductions of the Convention Board of Vice Chairmen
4. Introduction of the next General Chairman and their invitational presentation
5. Introduction of the President of the USAWEST (WPB) Policy Board
6. Introduction of the USAWEST (WPB) Policy Board Members
7. The announcement on Saturday night of the next Convention
8. The States on Parade

SCHEDULING (A sample schedule is as follows):

THURSDAY

- A. Exhibition Group(s)
- B. Master of Ceremonies
- C. Presentation of Colors
- D. National Anthem
- E. Invocation
- F. Welcome – Convention's General Chairman
- G. Welcome – City Official(s)
- H. Exhibition Group(s)

FRIDAY

- A. Exhibition Group(s)
- B. Master of Ceremonies
- C. Presentation of Colors
- D. National Anthem

USAWest – Guidelines – Fashions Outline

General Chairman appoints the

Chairman of Fashions at the very earliest opportunity.

1. She shall coordinate the clothing to be worn and sold for the benefit of the convention.
2. She shall oversee the Fashion Show & appoint a chairman if necessary.
3. She shall oversee the Sew and Save displays and demonstrations.
4. She shall oversee the decorations used by the convention. Determine what and how the decorations may be hung in the facility.
5. Don't forget stats and data for the final report.

Chairman of the Fashion Show should:

1. Determine available facilities, staging, dressing rooms, seating, etc.
2. Plan for models and entertainment not to exceed 75 to 90 minutes.
3. Models should be recruited early and from a widely spread area. Obtaining names from many sources.
4. Drawings or door prizes can be a good drawing card and a small program sheet with models names etc. is also nice.
5. A small token gift to the models & staff is fine if your budget will allow.
6. Several others are required as helpers, i.e. coordinator, commentator, extra escorts, hostesses & music.

GUIDELINES
FOR
DIRECTOR OF SOCIAL AND SPECIAL EVENTS COMMITTEE

This Directors job is much like that of a recreation director on a cruise ship and has the responsibility of keeping those attending the Convention comfortable, busy and entertained at all times.

DIRECTOR OF SOCIAL AND SPECIAL EVENTS COMMITTEE – JOB DESCRIPTION

1. Appointed 12 – 15 months before Convention
2. Direct activities as shown in Organization Chart
3. Hospitality, service or entertainment must be done.
4. Coordinate cross over tasks between committees to insure proper arrangements are made.
5. Appoint these positions:
 - A. Chairman of Hospitality
 - B. Chairman of Special Events
 - C. Chairman of Tours and Sightseeing
 - D. Chairman of Non-Dancing Trail-end and After Party Events

GUIDELINES
FOR
CHAIRMAN OF HOSPITALITY COMMITTEE

QUALIFICATIONS:

1. Must be capable of planning the overall hospitality for dancers attending the convention
2. Must be able to work with other Committees and their hospitality needs.

CHAIRMAN OF HOSPITALITY COMMITTEE – JOB DESCRIPTION

1. Appointed ___ months before the Convention.
2. Should attend at least one convention before theirs, and must attend the upcoming Pre-Convention Meeting, held 15 months prior to the Convention.
3. Appoint Vice Chairmen who have been carefully chosen and appointed ___ months before the Convention:
 - A. Vice Chairman of Reception
 - B. Vice Chairman of Information
 - C. Vice Chairman of Hospitality for Panels, Seminars and Clinics
 - D. Vice Chairman of Hospitality for Callers, Leaders, Workers
 - E. Vice Chairman of VIP Hospitality
 - F. Vice Chairman of Hospitality for Future Conventions
 - G. Vice Chairman of Hospitality for Single Dancers
 - H. Vice Chairman of Hospitality for Youth Dance Hall
 - I. Vice Chairman of Floor Hospitality
 - J. Vice Chairman of Hospitality for Exhibitors
 - K. Vice Chairman of R/V Hospitality
 - L. Vice Chairman of Hospitality for Showcase of Ideas and for Organizations Roundtable
 - M. Vice Chairman of Overseas Hospitality
4. Coordinate all types of hospitality with the exception of the following Committees which the USAWEST Policy Board (WPB) has agreed to allow to do their own Hospitality if they wish to:
 - A. Program Committee (Square, Round, Contra, Youth, Clogging Exhibitions)
 - B. Education Committee (Panels, Workshops, Clinics, Seminars, Organizations Round Table and Showcase of Ideas)
 - C. Exhibitors' Booth Committee (in Business Committee)
5. Complete discussions need to be held by the Director of Social and Special Events with the three Committees involved, Program, Education and Business
6. Assist the three above Committees in getting supplies or help in any other way.
7. Recruit dancers/workers to assist with phases of the Hospitality Committee.

CHAIRMAN OF RECEPTION – JOB DESCRIPTION

1. Provide workers to man reception/information booths at arrival terminals (airport, train and bus) and major hotels and motels.
2. Work closely with Chairman of Information Committee to acquire pamphlets, city and state maps, city and state information, and information about the Convention.
3. Contact motels and hotels to let them know there will be someone at the prearranged table in their lobby to answer questions and pass out informational material.
4. Recruit workers to man the tables (at Convention time) afternoons and evenings from Wednesday noon through Thursday at 10:00 PM with shifts no longer than four hours.

VICE CHAIRMAN OF INFORMATION

1. Provide workers to man the Information Booth at the Convention during the hours the Registration Booth is open.

2. May provide material for the Reception Committee to distribute.
3. Is responsible to collect handout materials for the Information Booth and for the Reception Committee tables. Be sure there is no duplication of effort.
4. The following list suggested the type of information needed:
 - A. Large city map – mounted on board so it can't be carried away easily.
 - B. Small city maps for distribution, if available.
 - C. Menus from restaurants, with directions to get there.
 - D. A telephone directory.
 - E. A map of the Convention dancing areas – mounted on desk or table top.
 - F. Convention Program booklet with complete program information.
 - G. Bus Schedules.
 - H. List of beauty shops in the area.
 - I. List of churches in the city.
 - J. Things to see and do in the convention city.
 - K. Pencils and paper for people to write down information.
 - L. Small box of safety pins.
 - M. Masking tape or Post-it pad for posting special messages.
 - N. Work sheet of workers' information.
 - O. If there is a "Convention-in-brief" sheet, it should be posted on bulletin board, with copies available.
 - P. The bulletin board should be located near the Information Booth, to be used for posting special messages.
 - Q. There should be a public phone nearby the Information Booth, and a restricted phone at the Booth. (Can be a cell phone.)
5. Workers manning the Information Booth should be well briefed by knowing where things are going on, where things are located, or know where to get the correct information.

**VICE CHAIRMAN OF HOSPITALITY FOR PANELS, SEMINARS AND CLINICS
-JOB DESCRIPTIONS**

- A. Secure workers to provide hospitality for the Education Program, unless the Education Committee has chosen to provide their own.
- B. If the Education Committee requests help, the Vice Chairman provides pens, pencils, pads of paper, water pitchers and glasses at the speakers table, as well as making sure that tables and chairs have been properly set up. Supplies are to be obtained through the Services Committee within the time-table they may have set up.
- C. Will consult with the Education Director for the number of people needed to man the rooms, but there should never be less than two people assigned to a room, and they should be available during the entire period of the program. They may be asked to keep attendance records.

**VICE CHAIRMAN OF HOSPITALITY FOR CALLERS, LEADERS, WORKERS
-JOB DESCRIPTION**

1. Provide workers to man the hospitality room or rooms at Convention. Perhaps a club(s) would like to volunteer..
2. Plan in advance, job requirements and training techniques worked out, while the many workers needed to carry out the plans can be secured and trained the last few weeks before Convention.
3. If Convention Facility does not have any restrictions, refreshments to be provided could include; coffee, tea, cold drinks, ice water, cookies, etc.
4. If the Convention Facility requires that refreshments are to be acquired through them, then the Vice Chairman may have to make those arrangements through the Services Chairman with the knowledge of the Hospitality Chairman, and the Social and Special Events Director.

A. Contact the Caterer several months before the Convention to find out the costs of the items that will be needed.

B. Obtain a letter from the Caterer stating what those costs will be, in order to work from a firm base.

C. Go over previous Convention reports to find out what items will be needed and which ones will be needed the most.

5. The number of rooms available for Hospitality will materially affect the planning of Hospitality. Rooms and Groups may need to be combined. Figure out what will work best.

VICE CHAIRMAN OF VIP HOSPITALITY – JOB DESCRIPTION

1. Provide Hospitality for the Pre-Convention and Convention.
2. Provide person(s) to act as host and hostess to the USAWEST Policy Board (WPB) members, and anyone else designated by the General Chairman.
3. Secure person(s) to meet the USAWEST Policy Board (WPB) members as they arrive by plane, train or bus for the Pre-Convention. It is suggested, as an example, that the Director or Chairman of Hospitality be assigned to host USAWEST Policy Board (WPB) member responsible for Hospitality, etc.
4. These same Directors and Chairman will be very busy at Convention time, and the Vice Chairman will have to find other dancers to perform the hosting duties.
5. If the General Chairman and the Board decide that there is to be a VIP Room at Convention time to take care of visiting dignitaries, then this room will have to be staffed.

VICE CHAIRMAN OF HOSPITALITY FOR FUTURE CONVENTIONS – JOB DESCRIPTION

1. Provide workers for Hospitality to committee members from future convention cities during the Pre-Convention Meeting and the Convention.
2. Select person(s) to act as hosts and hostesses to the General Chairmen and their Assistants of future conventions. Perhaps retired dancers could be recruited for this phase of hospitality, as they may have the time a few days before either event to host early arrivals.
3. Early arrivals should be met at the airport or other terminals and transported to their hotel or motel. Transportation should be available at all times, if they do not drive. If they wish to do some shopping or sightseeing, and would like to have assistance in these activities, this may be a perfect time to show them some of the features of the city.
4. Several months before the Convention, the General Chairman of the up-coming Convention, should be asked if their committee has any special needs for their Registration Booth. That information needs to be sent on to the Services Committee.
5. During the Convention Hospitality workers may want to check with Future Conventions to see if they need anything that could be provided for them.
6. Registration Committee may need help on Saturday night or Sunday while they are moving out.
7. Hospitality to the Bidding Cities may also be provided if deemed necessary.
8. The final job is to see that the future General Chairmen have transportation to departure terminals, if necessary.

VICE CHAIRMAN OF HOSPITALITY FOR SINGLE DANCERS – JOB DESCRIPTION

1. A prominent and active member of a local Singles Club would be ideal.
2. Should be appointed ___months before the Convention.
3. This program applies to those eighteen years of age or older.
4. Welcomes and organizes special activities for single dancers.
5. Provide a Hospitality Room if available, or at least a corner of the Singles' Dance Hall.

6. Provide Host and Hostesses to be on duty during convention hours.
7. If a Singles Dance Hall is not provided, arranges a meeting place for Singles at a designated location in each of the main dance halls.
8. Arrange for a get-acquainted activity for Wednesday evening or Thursday morning before the Convention starts.
9. An After Party may also be planned for one of the evenings.
10. Obtains a mailing list of registered single dancers from Registration Committee.
11. Provide "Solo Ribbons" for single dancers only.

VICE CHAIRMAN OF HOSPITALITY FOR YOUTH DANCE HALL – JOB DESCRIPTION

1. Provide workers for Youth Dance Hall.
2. Vice Chairman's job and Youth Chaperon overlap to a certain extent.
3. Furnish workers and spotters to help fill squares, if needed.

VICE CHAIRMAN OF FLOOR HOSPITALITY – JOB DESCRIPTION

1. Provide workers, with flags or other types of spotters to fill squares and/or fills in the squares. May use workers who have completed their assignments on other committees. Two-hour shifts should be adequate.
2. May also, provide workers in Round Dance Halls, Contra, Clogging and Youth Halls.
3. Investigate all areas of the Dance Program to see who needs help or not, in a timely manner months before the Convention begins.

VICE CHAIRMAN OF HOSPITALITY FOR EXHIBITORS – JOB DESCRIPTION

1. Provide workers for hospitality for dancers who come in recreational vehicles.
2. This Vice Chairman could also be a member of the Registration and Housing Committee, to plan what hospitality will be provided at the RV Site.

VICE CHAIRMAN OF HOSPITALITY FOR SHOWCASE OF IDEAS AND HOSPITALITY FOR ORGANIZATIONS ROUNDTABLE - JOB DESCRIPTION

1. Provide worker for these specific activities.
2. This Vice Chairman could also be a member of the Education Committee.
3. Keep the Showcase of Ideas display tables straightened out and neat, and observes that the displays are treated properly.
4. Depending on the size, one or two persons would be adequate.

VICE CHAIRMAN OF OVERSEAS HOSPITALITY – JOB DESCRIPTION

1. Need to be a dancer who is a member of the Overseas Dancer organization or someone who may have been in clubs or associations in other countries.
2. Provide workers for hospitality for visitors from foreign lands.
3. Advance registration will give many clues as to what will be needed.
4. If interpreters are needed, the Chamber of Commerce may be of help.
5. WPB Advisors can be very helpful, and should be consulted.

GUIDELINES
FOR
CHAIRMAN OF SPECIAL EVENTS

A Special Event may be something that is unique or of interest in the Convention city (river-boat cruise, rodeo, plantation dinner, clambake, visit to a theme park, special concert, etc.)

CHAIRMAN OF SPECIAL EVENTS – JOB DESCRIPTION

1. If the whole Convention Committee agrees that an event should be held, then suggestions should be gathered from as many sources as possible.
2. Avoid getting bogged down and financially involved in an outside affair which may not be enjoyed by most dancers.
3. Once a plan is formulated, proceed with making arrangements for the event.
4. The event should be considered as a money maker and be given a priority status by other Committees to insure importance. This will help to reduce program scheduling conflicts to assure a good attendance.
5. Publicity! Publicity! Publicity! Coordinate with the Publicity Director to advertise the event in all publicity and mailings.
6. Vice Chairmen may be appointed to accomplish needed tasks with the approval of Committee Director.
7. Provide workers as needed.

GUIDELINES
FOR
CHAIRMAN OF TOURS AND SIGHTSEEING

Tours are offered to dancers and their families, as they may be visiting the Convention site for the first time, and may wish to learn more about the area, shop, or see the sights.

CHAIRMAN OF TOURS AND SIGHTSEEING – JOB DESCRIPTION

1. Prepare Tour Package:
 - A. Refer to Past Conventions' Tour Brochures to view the tours offered at various Conventions.
 - B. If organized tours already exist, investigate the feasibility of using them.
 - C. If using the organized tours the committee will coordinate the arrangements between dancers and tour company(s).
 - D. When selecting tours, include something of interest to all ages, including pre-teens and Youth.
 - E. When the tours are purchased from a recognized agency, in most cases the agency pays the convention a 10% commission.
 - F. If the city has more than one tour agency, secure bids for the convention business.
 - G. In the event a city has no natural attractions nor a tour company offering sight-seeing, etc., research will have to be done to organize a tour.
 - H. The Tour Package Plan must be presented to the General Chairman and Director of Social and Special Events for consideration.

2. Approval of Tour Plan
 - A. Once the Tour Package Plan has been considered by the General Chairman and Director of Social and Special Events it must be presented to the Convention Board for approval.
 - B. Only the convention's General Chairman and/or Business Director can sign contractual agreements with the Tour Agency (s).

3. Handling of Tours - before Convention and at Convention
 - A. Advance ticket sales and manning of the tour booth at the Convention is to be handled by Convention personnel rather than the agency.
 - B. Appoint a Vice Chairman of Tours to handle all advance ticket sales, fill orders, bank proceeds according to the Convention's procedure and list sales by customer name and ticket numbers for each tour.
 - C. All tour tickets can either be mailed to the customer (if this is the policy decided upon) or they can be given to the customer when they check in at the Registration booth at Convention time.
 - D. All refund requests should be processed through the Treasurer within Convention procedures.
 - E. The Tour Package Plan will determine the days and hours the Tour Booth will need to be open.
 - F. Designate a staging area for people to congregate prior to departure of their tour.
 - G. If using a Tour company, an agency representative should be on hand at all departures (if feasible) and available in person or via phone to assist with any problems of transportation schedules, confirmations and unforeseen conditions.

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.

GUIDELINES
FOR
CHAIRMAN OF NON-DANCING TRAIL-END AND AFTER PARTY EVENTS

CHAIRMAN OF NON-DANCING TRAIL-END AND AFTER PARTY EVENTS

– JOB DESCRIPTION

Stunts and gimmicks are enjoyed by many of the dancers attending the Convention and have been included on the program. Occasionally an event with no dancing is planned for dancers arriving on Wednesday. Special entertainment may be arranged.