

# Contents

USA West Policy Board .....	1
Required Convention Bid Information.....	1
USA WEST SQUARE DANCE CONVENTION® CONTRACT .....	2
OBJECTIVES OF <sup>USA</sup> WEST SQUARE DANCE CONVENTION .....	4
STATEMENT FOR CONDUCTING A.....	4
USAWEST SQUARE DANCE CONVENTION ® .....	4
GENERAL CHAIR .....	6
DIRECTOR OF BUSINESS.....	7
CHAIR OF FINANCES/TREASURER/PURCHASING:.....	7
CHAIR OF VENDOR BOOTHS: .....	7
CHAIR OF CONVENTION PROGRAM BOOK (Optional): .....	8
CHAIR OF WAYS AND MEANS:.....	8
CHAIR OF REGISTRATION, HOUSING AND RV COMMITTEE.....	8
CHAIR OF REGISTRATION, HOUSING, & RV COMMITTEE – JOB DESCRIPTION .....	8
VICE CHAIR OF RECREATIONAL VEHICLES (RV’S) .....	9
VICE CHAIR OF REGISTRATION COMMITTEE .....	10
Suggestions for a smooth registration process: .....	11
DIRECTOR OF PUBLICITY .....	15
DIRECTOR OF SERVICES.....	16
DIRECTOR OF EDUCATION .....	18
DIRECTOR OF GENERAL PROGRAM .....	19
CHAIR of the COORDINATING ROOM for LEADERS .....	19
CHAIR of HOSPITALITY ROOM for LEADERS.....	20
CHAIR OF CEREMONIES.....	20
CHAIR OF EXHIBITION GROUPS COMMITTEE.....	20
CHAIR OF THE SQUARE DANCE PROGRAM .....	22
CHAIR OF THE ROUND DANCE PROGRAM.....	23
CHAIR OF OTHER DANCE PROGRAMS .....	24
CHAIR OF SOCIAL EVENTS COMMITTEE.....	24
CHAIR OF FASHIONS .....	24
Exhibit B - FINAL REPORT .....	27
Exhibit C - Caller Profile .....	29
Exhibit D - Cuer Profile .....	30
Exhibit E - Responsibilities of an MC/Hall Monitor .....	32

## USA West Policy Board

### Required Convention Bid Information

#### **Sponsoring Organization:**

Who is it or who are they? What is the area of their authority? Who will provide primary financing for the start of the Convention?

#### **Convention General Chair:**

Who has the sponsoring organization appointed for the General Chair? What are their qualifications and experience?

#### **Host City:**

Where is it? Does it have a Visitors and Convention Bureau? What is the City support for the Convention? Is there a lodging or hotel association? Will the city support necessary accommodations for the Convention?

#### **Facilities:**

Where are they located? What is the type such as arena, sports complex, fair grounds, convention center, etc.? Does the size have the ability to accommodate the necessary space for but not limited to dancing, education rooms, exhibitions, showcase, vendors, etc.? Is parking adequate? Will additional flooring be required such as wood or other flooring be laid over the current floor? Will a flooring contractor be used for flooring? Will the facility provide water stations in the dance halls or will the Convention have to make special arrangements for the water stations? Provide a tentative layout of the floor space and use.

#### **R/V Camping:**

Are there facilities for R/V camping available and how far away are they? Will the Convention be involved with scheduling and handling R/V facilities? If commercial campgrounds are used, what is the coordination or involvement of the Convention?

#### **Dance Program:**

What dancing is going to be offered? What levels? Who is the Director of General Program?

#### **Convention Committees:**

How many Director positions will be appointed? How many committee chairs will there be under each Director? Provide a list of prospective Directors.

#### **Sound:**

Is there an in-house sound system and will there be a test dance? Who will be hired as a sound contractor? Will sound be needed for the education rooms and if it is needed, will the facilities provide the sound or will the sound contractor provide the sound?

#### **Preliminary Budget:**

Provide a preliminary budget showing

1. primary expenditures for: facilities, publicity, sound, R/V, housing (including filled room requirements), special event, etc.
2. primary income from: registrations (with expected registration fees), Ways and Means, R/V camping, city/visitor's center grant/loan, housing which may offset facility's costs, etc.

## USA WEST SQUARE DANCE CONVENTION® CONTRACT

This letter, the USA WEST POLICY BOARD (WPB) Bylaws, along with the published Objectives and Guidelines for conducting a USA WEST SQUARE DANCE CONVENTION® shall be considered a part of this Contract between \_\_\_\_\_, as party of the first part, and the USA WEST POLICY BOARD as party of the second part.

Party of the first part agrees to conduct the said a USA WEST SQUARE DANCE CONVENTION® to start on the Wednesday August \_\_\_\_\_ and ends on Saturday August \_\_\_\_\_, 20\_\_.

In consideration of the willingness of the party of the first part to conduct a USA WEST SQUARE DANCE CONVENTION®, party of the second part hereby grants a license for the use of the registered name “USA WEST SQUARE DANCE CONVENTION®” as long as the policies for conducting said Convention are strictly followed and said license may be revoked by party of the second part for any failure of the party of the first part to properly conform to this contract.

Party of the first part agrees that this Contract shall be equally binding upon any subsidiary organization or corporation formed by the party of the first part for conducting said Convention.

The party of the first part will sound, on a trial basis, all halls that have not previously been sounded for square dancing prior to the start of the Convention.

The party of the first part will hold the party of the second part free from all liability, financial or otherwise, for loss or losses of whatever nature that may occur from the operation or sponsorship of the USA WEST SQUARE DANCE CONVENTION® held by the party of the first part, or as a result of the revocation of the license to use the registered name as outlined above.

Party of the second part agrees to aid and assist the party of the first part with all data, statistics and experience of past Conventions at its command and render all possible advice that may become necessary from time to time, consistent with the Guidelines for Conducting a Convention. The party of the first part shall give reports (both oral and written) on the activities of the upcoming Convention at regular intervals to the WPB so assistance and guidance can be offered to that Convention’s personnel.

If the party of the first part shall fail to hold said Convention in accordance with this contract for any reason whatsoever, party of the second part shall be reimbursed, on demand, any and all expenses that the party of the second part shall have expended or be liable therefore in connection therewith.

The party of the first part agrees that fees will be paid to the USA WEST POLICY BOARD as follows:

1. A lump sum payment of \$1,000 is due at the time of the USA WEST SQUARE DANCE CONVENTION® Contract signing or at the discretion of the WPB. Any change in date of payment due will be noted here:
2. A fee of five percent (5%) of the Convention registration fees shall be paid to the WPB within ninety (90) days of the conclusion of the USA WEST SQUARE DANCE CONVENTION®.

The Party of the first part will retain all other funds and peripheral income that may result from that Convention.

The party of the first part will provide the <sup>USA</sup>WEST POLICY BOARD a not less than quarterly financial report in the final year prior to that Convention.

A full financial report will be attached to the final report due within 90 days of the conclusion of that convention.

If there is a sponsoring organization:

Name of sponsoring organization:

Presiding officer's signature and title:

Physical address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone

Attest:

\_\_\_\_\_  
Secretary of sponsoring organization

Accepted:

\_\_\_\_\_ Signature of General Chairman

Physical address \_\_\_\_\_

Email: \_\_\_\_\_

Telephone \_\_\_\_\_

Accepted by:

\_\_\_\_\_  
President of the <sup>USA</sup>WEST POLICY BOARD

Attest:

\_\_\_\_\_  
Secretary of <sup>USA</sup>WEST POLICY BOARD

\_\_\_\_\_  
Date

## **OBJECTIVES OF <sup>USA</sup> WEST SQUARE DANCE CONVENTION**

Objectives for <sup>USA</sup> ***WEST SQUARE DANCE CONVENTION***:

1. To produce a quality convention that showcases the activity in the best possible light.
2. To provide education for the callers, cuers, dancers, and non-dancers about issues pertinent to the activity and to provide a forum for discussion.
3. To create a quality dancing experience for the local, regional, national, and international dancer.
4. To introduce the local community to the activity so that the activity grows.

### **STATEMENT FOR CONDUCTING A**

#### **USAWEST SQUARE DANCE CONVENTION ®**

1. The <sup>USA</sup>West Policy Board is responsible for the policies, procedures and Convention site selections for conduct of future <sup>USA</sup>West SQUARE DANCE CONVENTION®.
2. The USAWest Policy Board President will appoint a USAWest Convention Advisor who will approve/disapprove any items needed from the USAWest Policy Board and will report to the Policy Board as necessary. The <sup>USA</sup>West Policy Board pledges its assistance to each current Convention planning committee and requests that both the President of <sup>USA</sup>West Policy Board and Convention Advisor be apprised of the progress of convention planning.
3. The sponsoring organization shall appoint as the Convention General Chair, an active square dancer or active square dance couple. Once the <sup>USA</sup>West Square Dance Convention Contract is signed, the General Chairman shall not be replaced without prior written approval of the <sup>USA</sup>West Policy Board.
4. No Convention shall advertise until the <sup>USA</sup>West Square Dance Convention Contract is signed by all contributing parties. The succeeding Conventions shall not actively publicize their Convention until six months before the current Convention takes place or prior to their Pre-Convention meeting/dance. This is necessary to protect the current Convention.
5. Within 90 days after being awarded the convention, the General Chair will organize a meeting with their USAWest Convention advisor and USAWest Policy Board state representatives to discuss convention organization.
6. An organizational chart and a copy of the Guidelines will be made available at the time of award.
7. The <sup>USA</sup>West Policy Board will supply a list of <sup>USA</sup>West Policy Board members who can serve as Committee advisors, if the Committee Chair or General Chair requests it.
8. The General Chair will forward copies of all news releases and minutes of the General Committee meetings to the Convention Advisor.
9. It is strongly encouraged that 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 <sup>USA</sup>West SQUARE DANCE CONVENTION. ®

10. The convention corporation will contract for liability insurance in sufficient amounts to cover possible accident or damage costs that may occur in connection with the conduction of the convention. The <sup>USA</sup>West Policy Board shall be included as a party in the liability insurance contract and held harmless.
11. The convention corporation will not pay any expenses or fees to any performer nor shall any waiver of registration fees be made. The reputation, importance, value, and enjoyment of the <sup>USA</sup>West SQUARE DANCE CONVENTION ® should be inducement enough.
  - a. 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 and musicians playing for the programmed activities.
  - b. An exception is a contract for services not related to performing.
12. The convention must have an education component that may include discussion panels, clinics and workshops for leaders, dancers, editors, recording artists, recreation leaders, etc. It is encouraged that education activities be advertised prominently both within the square dance community and in the local area.
13. An acceptable dance program should include the opportunity to participate in square dancing, round dancing, contra dancing, clogging, and line dancing. It is assumed that dancer participation and facilities will determine which activities are available.
14. All Convention activities shall be planned, programmed, and scheduled in such a manner that they shall be concluded by midnight each day or according to the facilities contract.
15. Only one official Convention Program book will be printed, publicized or circulated as such.
16. A vigorous publicity campaign must be prepared, and initiated at the prior Convention, followed by national and local releases at least monthly using acceptable media, including social media.
17. The General Chair will arrange a meeting fifteen to eighteen months prior to the convention, at the convention location, if possible and inform the President of <sup>USA</sup>West Policy Board of date and location. The General Chair and local committee will present a general program outline at the pre-convention meeting of the <sup>USA</sup>West policy board. It is advisable to also arrange a meeting with local businesses to discuss the convention and assist in promoting a greater degree of cooperation and support from these sources. It is highly encouraged that a Kick Off dance be held in the evening of pre-convention meeting.
18. A Preliminary Report will be due 10 days after the close of the convention and sent to the President and convention advisor. See Exhibit A.
19. To insure a quality convention, all contracts will be presented to and approved by the <sup>USA</sup>West Policy Board Convention Advisor.
20. Five percent (5%) of all registration fees shall be paid to the <sup>USA</sup>West Policy Board and attached to the Final Report. The Final Report is due within 90 days after the close of the convention. Final Report and fees should be sent to the President of <sup>USA</sup>West Policy Board. See Exhibit B.
21. All registration and cancellation fees will be set by the General Chairman and approved by the <sup>USA</sup>West Policy Board Convention Advisor.

## **GENERAL CHAIR**

The sponsoring organization shall appoint as the Convention General Chair, an active square dancer or active square dance couple.

The General Chair's background should include a full knowledge of square dancing and all of its components. In addition, it is necessary 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.

The General Chair will appoint an Assistant/or Co-Chair, five Directors as well as a Secretary, Legal Advisor and Computer Coordinator (the same person can be assigned to more than one position, although multiple personnel reduce the workload). The General Chair is responsible for supervising all of the Director's activities and plans, and will require a Final Report from each person for inclusion in the Convention Final Report to the USAWest Policy Board.

The Director Positions are:

1. Director of Business
2. Director of Publicity
3. Director of Services
4. Director of Education
5. Director of General Program

The General Chair 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 meeting 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 Convention Final Report to be presented to the USAWest Policy Board.

The General Chair must establish the position that all agreements/contracts will be signed by the General Chair and approved by the Convention Advisor. Every commitment/contract must be in writing and no one can make a verbal commitment to any supplier. All communications to outside entities beyond convention committee's interests must have the General Chair's approval before sending. The General Chair must establish a smooth information path to and from all the Directors and the General Chair.

The General Chair is responsible for the design (outside of standardized forms and design) of both the Convention Badge and registration form and both need to be approved by the Convention Advisor before use.

The General Chair must not accept any contracts from the convention nor be reimbursed for any travel expenditures. It is expected that the General Chair will actively promote USAWest in their local area.

The General Chair will inform the <sup>USA</sup>West Policy Board through the <sup>USA</sup>West Convention Advisor of activities and plans. Within 90 days of convention award, the General Chair will organize a meeting with the <sup>USA</sup>West convention advisor and the <sup>USA</sup>West Policy Board State Representatives to discuss plans for the convention. Additionally, the General Chair can request a list of <sup>USA</sup>West Policy Board members who can serve as Committee advisors.

## **DIRECTOR OF BUSINESS**

### **GENERAL CHAIR APPOINTS DIRECTOR OF BUSINESS:**

The Director of Business should have good solid business experience and be able to guide and direct the business activities of the convention and the corporation.

1. Incorporate this convention as a non-profit in your state.
2. Obtain an IRS tax Status of a 501 (C) 3 corporation or similar.
3. Select which financial computer package to use.
4. Establish a budget in coordination with all convention directors, revise as necessary & make arrangements for the proper care of all convention financial assets and petty cash.
5. ALL contracts\*\* must be controlled by the Business Committee, be reviewed and signed by General Chair and/or Business Director.
6. Obtain adequate Insurance to cover all the convention activities.
7. Seek help and ideas from the Policy Board members who have experience.
8. Collect and maintain all statistics and all data for final report.

\*\*Contracts: Any written agreement or official document made for the purpose of providing services or products to the convention or requiring the convention to provide or purchase products, enforceable by law.

The DIRECTOR OF BUSINESS will appoint the following positions, however the same person can be appointed to more than one job, and the director may wish to perform some of those functions, but all functions need to be fulfilled.

### **CHAIR OF FINANCES/TREASURER/PURCHASING:**

1. Will maintain convention accounting, book keeping, and all spending activities
2. Establish a budget, revise as necessary and take proper care of petty cash
3. Maintain statistics and data for final report
4. Prepare periodic financial reports for the Business Director and General Chair
5. Will balance all books monthly and maintain bookkeeping in readiness for audit.
6. Work closely with the Registration Chair to establish safe funds transfer and security.
7. Will handle the purchasing of supplies, equipment, ways and means, and fund raising items (including forms for buying & printing as well as storage of items)

### **CHAIR OF VENDOR BOOTHS:**

1. Contact and solicit vendors for the convention from the current USA West Vendors priority list.
2. It is mandatory that a contract be used for all booth space regardless of whether or not the space is at a fee or is at no charge. The contract must state price, what is furnished for the price, terms of payment, conditions of space use, and any other necessary data for both the convention and the vendor.
3. Update USA West Vendor list, give to Business Director for submission to WPB Secretary for use at future conventions.
4. Work with Services/Facilities to communicate Vendor booth needs and locations.
5. Maintain communication with contracted vendors, provide them details for arrival, unloading, parking.
6. Supervise Vendor Booth area at the convention, unloading and parking of Vendors vehicles and associated equipment.
7. Collect and maintain all statistics and all data for final report.



## **CHAIR OF CONVENTION PROGRAM BOOK (Optional):**

1. Plan and Publish a Convention Program Book\*\*
2. Sell Advertising to help defray publishing and printing costs
3. Coordinate with the Program Committee for Callers, Cuers, Dance leader participants
4. Coordinate with Education Committee to receive schedules, classes and Presenters
5. Coordinate with Publicity Committee for print items; special events, trail in dance, etc.
6. Obtain all pertinent photographs of convention committee members and other individuals for publishing.
7. Collect statistics and all data for final report

\*\* A Convention Program Book is a published document outlining all the pertinent activities of the convention to be given or sold to the convention participants as they arrive at the convention. It may include letters of greeting from local or state dignitaries, and Convention General Chair; photos of convention committee members; publicity of local attractions; program activities, dance schedules, hall assignments, education classes, education presenter profiles and subject matter, advertisements for local businesses, exhibition schedules and exhibition team profiles, WPB members, past conventions, future conventions, vendor list and ads, etc., etc.

## **CHAIR OF WAYS AND MEANS:**

1. Responsible for developing ideas for raising funds prior to start of Registration.
2. Be able to devote time and energy to originate and carry out ideas and ways of raising funds during the time prior to start of Advance Registration.
3. Select a committee to assist in fulfilling the job and be able to motivate them for maximum results.
4. Suggested types of fund raising projects are: Cook Books; Booster Certificates; Special Coins, Belt Buckles, Special Dances, Items of memorabilia, Raffles of Commemorative Quilts or Paintings (where they are legal), etc.

## **CHAIR OF REGISTRATION, HOUSING AND RV 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, housing and RV request (if applicable) promptly and efficiently.

Incorporate the following policy in all registration procedures: All dancers, callers, leaders, committee members, <sup>USA</sup>WEST Policy Board members, exhibition groups, panel participants, and everyone who attends must pay the registration fee. Vendors Booth fee includes the booth space and two worker's registration fees; however additional workers in the booth must pay the registration fee.

## **CHAIR OF REGISTRATION, HOUSING, & RV COMMITTEE – JOB DESCRIPTION**

1. Make the decision with the General Chair, and Business Director whether or not registration and housing will be computer managed or kept manually.
2. Appoint a Vice Chair of Registration 18 months prior to the convention
3. Appoint a Vice Chair of Housing, if needed.
4. Appoint a Vice Chair of RV's 18 months prior to the convention, if needed.
5. Appoint a Secretary (optional) to record Minutes of Meetings and possibly assist with letter writing.
6. The Committee will meet with the General Chair and Convention 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 Chair of Housing will 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 <sup>USA</sup>WEST Policy Board (WPB) members, past Convention Final Reports, and fellow dancers.
  - E. If there is only one hotel used, see if they can handle the Housing requirements.
8. If B (above) is chosen, close contact with the Hotels/Motels must be maintained by the Chair of Registration, Housing and RV 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 an Advance Registration is received until completely processed and confirmation sent back.
  10. Coordinate the work-flow between the Vice 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 Chair and Business Director fully advised if any problems develop and what is happening within the committee.
  14. Registration Cancellation Policy will be developed to include date after which no refund will be given, charge fee for cancellation or changes and criteria for refunds.

## **VICE CHAIR OF RECREATIONAL VEHICLES (RV'S)**

The history of USA West Conventions has shown that RV camping has had a profound influence on attendance. Therefore, the RV Committee can and should be a very valuable asset to the success of the convention. The convention should extend the same hospitality to the RVer that is given to the dancer who plans to stay with family, friends, or in a hotel/motel in the Convention city.

The Convention city location has a great deal to do with the number of RV spaces required and the type of site that can be provided by the convention. The RV site should be as close as possible to the convention venue. Sometimes an RV campground can be incorporated on the venue site with the proper arrangements/authorization from the site ownership. If not, then the use of private and commercial RV parks in the Convention city will be required. Check into RV statistics from past Conventions to learn how many spaces were used. In the event the convention will be responsible for booking, collecting fees, and/or designing the RV facility, the Chair of Registration, Housing, and RV will appoint a Vice Chair of RV. Depending upon the situation, it is assumed that this person will communicate with the Registration Chair, the dancer, and the Treasure in assuring the dancer knows what to expect, their site, their accommodations and other things that can make the dancer's accommodation easy.

## **VICE CHAIR OF RECREATIONAL VEHICLES (RV'S) – QUALIFICATIONS**

1. Should be a dancer who is also a RVer.
2. Should have had experience with rally's or large camping events.
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.

## **VICE CHAIR OF RECREATIONAL VEHICLES (RV'S) – JOB DESCRIPTION**

1. Attend Preceding Convention to talk with that RV Chairmen about the problems and solutions they have encountered.
2. Appoint Assistant Vice Chairmen as needed at least 15 months before Convention, so that they can work together and be fully informed of all problems and of the work in progress.
3. Be a Liaison to Registration to Receive and process RV Space Requests.
4. Prepare a letter for each registered RVer outlining location, arrival times and requirements, parking instructions, special planned activities and any other pertinent information. This may be sent with information being sent from Registration or could be sent as an e-mail if e-mail address is provided.
5. Be a liaison to the Director of General Program for potential dancing programs at the campground.
6. Each convention RV situation is different and the available facilities will suggest other Assistant Vice Chairmen as needed.
7. Assistant Vice Chairmen must be well trained so they can talk with confidence to any dancer/RVer about the facilities available to them.

## **VICE CHAIR 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.

### **VICE CHAIR OF REGISTRATION COMMITTEE – JOB DESCRIPTION**

1. Select Assistant Vice Chairs, as needed.
2. Provide for Advance Registration, Packet and Badge Pick-up (On Site), At-Door Registration (On Site)
3. Provide for Badge Preparation and Ribbons.
4. Provide Cash Handling procedure in cooperation with Treasurer (Pre-Convention and Convention)
5. Prepare statistics and reports as requested by the General Chair.
6. Provide a computer liaison, if needed.
7. Provide minutes of all Registration Committee meetings and letters written if requested by General Chair.
8. Order approved badges to be delivered 3 months before the convention and registration forms in sufficient quantity (5,000-8,000) by the Pre-Convention meeting.
9. 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, including space for the registrant to order the Convention Program Book, ways and means items, Special Event or other special features as appropriate.
10. A proof copy of the Registration Form must be shown to and approved by the USAWEST Convention Advisor before the Pre-Convention Meeting which usually is 18 months before the Convention date.
11. Attend the <sup>USA</sup>West Pre-Convention meeting to meet counterparts and to learn about the problems and solutions they encountered.
12. Meet with WPB Advisors if the opportunity arises to discuss problems and solutions with them.
13. Recruit a staff of willing workers to begin working registration at the Pre-Convention (approximately 15 - 18 months ahead of your Convention) and to continue working at the preceding Convention (one year ahead) and until the registration cut-off date. Staff will be needed to handle at door registration at the Convention as well.
14. Work flow is vitally important between Vice Chair of Registration and the Housing Vice Chair.
15. Furnish a monthly release to the Chair of Registration, Housing and RV 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.
16. Determine facility needed for Registration at the Convention. Tables, chairs, counters and other

properties to 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 Registration area arranged will be very helpful.

17. 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 Chair for inclusion in both the Preliminary and Final Report.
18. At convention keep a chart or map showing the states and foreign countries with number of attendees represented with a total figure. While unofficial it is of interest to all dancers. A chart or map will be provided by the <sup>USA</sup>West Policy Board.

### **Suggestions for a smooth registration process:**

1. Ask dancers to pass out and invite dancers to attend your convention.
2. Early Advance registration:
  - a. Early Registration can start at the Pre-Convention Meeting, approximately 18 months prior to the Convention.
  - b. Arrange for and staff an Advance registration booth at the USA West Convention one year prior to your convention.
  - c. 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 <sup>USA</sup>WEST Policy Board Members, state associations, federations, callers, leaders, clubs, and interested dancers to take home a supply for use in their areas.
  - d. Assist the Publicity Committee to prepare packets for mailing to all areas of the United States and foreign countries.
  - e. Establish a policy as to when the Registration confirmations will be sent out, whether at time received, or one year prior to the Convention.
  - f. An early printout of those registered may be helpful to various committees (RV, Tours, Shuttle Bus, etc.) to get an idea of how many dancers plan to use the features offered.
3. Registration one year prior to convention:
  - a. Request from previous convention space to take registrations.
  - b. Have sufficient trained personnel in booth, but do not over-crowd. Keep area uncluttered, and personal item storage to a minimum. Look professional.
  - c. Trained personnel can assist inexperienced volunteers to make sure all information requested is not overlooked.
  - d. Make sure volunteers understand all portions of the registration form.
  - e. Have plenty of registration forms in booth to be distributed to persons requesting them.
  - f. Have receipts and ribbons available to be given to the registrant.
  - g. 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.
  - h. Work out a procedure for cash handling and money transfer with the Finance committee to insure proper security and funds integrity. Designate one person to handle and maintain possession of cash receipts and provide accounting to the Finance Committee.
  - i. Be sure to have any office supplies as needed.
4. Tracking a registration form received in mail and opened by registration chair (or designated person(s)):
  - a. 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.
  - b. A suggested flow chart is:
    - a. Upon receipt of registration form, designated person is responsible for scan, sort, and separate

the form into 4 designated categories

1. If everything is okay on form and with payment, process immediately
  2. Hold for additional information.
  3. Special considerations – caller/cuer/leader, exhibition group, vendor etc
  4. 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 at 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 (RV, Housing, Program, Education, Exhibitions, etc.) will be appreciated if the Convention does not have online viewing capacity. The original registration form received should be kept in a file to be available at the convention to defuse any possible questions of conflict.
  - 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. 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, RV information etc. Your Postal Budget will determine how much information can be sent with the confirmation. Prompt handling of confirmation is essential or registrants will be telephoning, emailing or writing.
  - i. If cancellations are received, process according to Convention policy. 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.
5. Preparing registration packet:
- a. A month prior to Convention start preparation of Registration Packets.
  - b. Packet/Envelopes will hold the registrant's badges; self-adhesive badge labels with registrant's name, registration number, city, state or foreign country, number of past conventions attended; and tickets or other small items. 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, 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.

- c. The self-adhesive badge labels may be prepared by using a computer or a badge label machine, if available.

6. At-door registration:

- a. Plan and prepare to handle a volume of registrants, who will begin to appear on Tuesday and Wednesday, and will continue to arrive until the last evening is nearly over.
- b. Dancers who have not registered in advance will be required to pay the Convention At-Door Fee. If they request a less than full convention rate, i.e. one-day attendance, a one-day fee of not less than fifty percent (50%) of the full at-door convention fee will be collected.
- c. Work closely with Vice Chair of Registration, Director of Registration, Housing, and RVS and the Treasurer for Business Chair to co-ordinate collections at door, and to decide how to handle the money and security.
- d. A procedure should be in place prior to the convention, to provide an at door registrant the proper credentials for entry into convention dance halls. Proper credentials may be a convention badge (for full attendance), or an altered badge to show a one-day attendance or a ribbon of certain color or other identifiable item.

7. At convention/advance registration/packet and badge pickup/at door registration:

- a. 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.
- b. Vice Chair 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).
- c. In the Pre-Registration Booth area, plan an operation for the speedy handling of the advance registrants. Orderliness is the prime concern, and the windows, tables or counters should be plainly designated in alphabetical order by the registrant's last name.
- d. It is suggested during rush hours a knowledgeable person direct traffic to the proper booth window, table or counter.
- e. 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.
- f. If activities are planned for Tuesday or Wednesday, then it is suggested to have a skeleton crew on duty from noon until 5 PM, if possible.
- g. 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.
- h. 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.
- i. A badge repair station may be handy as pins break or may not be attached firmly.

8. Ribbons:

- a. In the past some convention committees have used an "I'M REGISTERED" ribbon, given out when an advance registration is received or mailed out with the confirmation. This is for advertising purposes only.

- b. The Chair of Registration, Housing, RV Committee and the General Chair should decide whether or not to give a ribbon for an advance registration.
  - c. If yes, a ribbon in convention color(s) with adhesive strip is appropriate.
  - d. Determine the number of ribbons needed, order and ship according to previous registration process.
9. Cash handling:
- a. Work out a schedule for the collection of all cash, checks, money orders, etc. with Chair Finances and Treasurer.
  - b. Co-ordinate the methods by which these receipts will be handled.
  - c. All monies received – Ways and Means projects, pre-registration and advance registration, sale of program 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 Treasurer. Keep a duplicate copy for accounting records.
  - d. Determine how to handle cash at the convention – local bank drop box, etc.
10. It is highly encouraged to have someone on the committee who is computer literate so that information can be entered into a program in order to quickly create statistics and reports.

## **DIRECTOR OF PUBLICITY**

The Director of Publicity appointed by the General Chairman is responsible for all publicity related to the <sup>USA</sup>West Square Dance Convention. It is important to note that all outside correspondence must have the approval of the General Chairman before released.

Publicity is an important piece to the success of the Convention and there are many traditional and nontraditional means to advertise. Advertising effectiveness begins with a timeline for publicity releases beginning at the completion of the previous year's convention.

### A. Traditional means of advertising include:

1. TV and radio, if not cost prohibitive. Advertising through TV and radio serves to alert the local population of the event and may raise awareness of square dancing in the local area.
2. <sup>USA</sup>West 13 State and local square dance newsletters/magazines, if financially feasible, and the National Square Dance publication. Advertising through these means helps to get the word out to those not familiar with <sup>USA</sup>West and not reached by state representatives.

### B. Nontraditional means of advertising include:

1. <sup>USA</sup>West website and specifically the host state website. It is important to get a website, via <sup>USA</sup>West created and up by the Pre-convention meeting of your convention. The website is free and is part of the <sup>USA</sup>West.net website. The Director of Publicity can appoint a webmaster or be the webmaster to work with the <sup>USA</sup>West.net webmaster.
2. Facebook page: Create a Facebook page to advertise the Convention and things to do in your state or surrounding area to peak interest in visiting your state. The Director of Publicity cannot advertise for other square dance activities in the surrounding area unless it is expressly approved by the General Chairman and the <sup>USA</sup>West Convention Advisor. <sup>USA</sup>West also has a Facebook page. Coordinate with the owner of the <sup>USA</sup>West page so that you can get editor permission to cross-post on both pages. <sup>USA</sup>West has in the past paid to 'Boost' posts. The Director of Publicity can request the General Chairman propose to the <sup>USA</sup>West Policy Board that this to be done again.
3. Monthly press releases to prior attendees: <sup>USA</sup>West.net has created a listserve account (IContact) to be used at no charge to the host state. Monthly emails can be done one of two ways:
  - a. Highlight certain areas of the convention such as education, callers/cuers, special events, trails end dance, etc.
  - b. Create a short paragraph highlighting all parts of the convention, including updates on number of attendees, etc. The purpose is to entice dancers to register for the Convention.
  - c. Monthly press releases can be either sent to the person responsible for the IContact account and they will create the email, or request access to the IContact to be created by the Director of Publicity, however, final approval will be made by the IContact account holder and the General Chairman.

C. Records should be kept concerning the timing of the press releases, media avenues used and results of the releases. Results of advertising efforts will be included in a Final Report to the General Chairman at the completion of the convention. The report serves as a guideline for the next year's Director of Publicity.



## **DIRECTOR OF SERVICES**

The General Chairman appoints the Director of Services. Depending on the size of the expected convention, the Director of Services may want to get Chairs for each or a portion of the following activities. A single chair may do many of the functions. The Director of Services is responsible for the following areas:

- a. Facilities, everything inside the building, including the floor. After facilities contract has been signed and general requirements defined, a facilities coordinator should be appointed and act as a single point of contact with the facilities to coordinate the Convention needs. However, small details will be worked out during the development of the programs, education, etc. and must be relayed to the facility for implementation. For example: 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. It's important to mention the need for water stations in or near each dance hall and the availability for the Callers and cuers on stage.
- b. Security including secured rooms for caller/cuer equipment, etc. Depending on the size of facilities and RV parking, extra security may be required. Normally, the facilities will already have some form of security that can be used, but if additional security is required, a contract must be issued to obtain that security.
- c. Busing (if needed)
- d. Showcase of Ideas an area within the facility must be set aside for the Showcase Of Ideas and tables made available for the participants. Letters should be sent to each of the States inviting them to provide displays for the showcase. Request an RSVP by a certain date to allow for proper planning of the area and tables required.
- e. Decorations are optional. Make sure you understand the Fire Marshal and facility constraints when designing or using decorations.
- f. Signs are very important for the participants. Since each of the conventions is different, signs are needed to inform the participants where things are located. Check with the facilities to see what they can provide and determine what kinds of signs can be used. You never can have too many signs!
- g. Sound: a major aspect of any convention is good sound. After the halls are defined, bids of a sound contractor needs to be issued – possibly with test dances to validate the sound contractor's designs. Be sure to coordinate with the Director of General Dance Program and Education to define the requirements for the sound contract, including the number and size of the halls.
- h. Emergency Health: A determination needs to be made early how to handle health emergencies. Some facilities already have that option and should be used, other facilities need to be evaluated and some sort of area needs to be set aside for that use. Band aids are always required. A place to lie down is also a good idea, possibly provide personnel to man the area.
- i. Food/snack Vendors: Check to see if the facility already has food vendors (or they are close by), if not some sort of food should be provided (local service organizations may be willing to provide a vendor for food). Vendors need to be contacted to see which will attend, room, tables and chairs must be provided for each vendor and a contract made.
- j. Tours (if needed) can possibly bring more people to the event. It may also help in hotel room nights by offering additional day activities to the dancers. If the local area has items of interest and local tour companies are available, setting up tours on the day before or after the convention may increase the room nights used for calculations of facility costs. If used, the tours need to be contracted early in the planning so that they can be put on the registration forms. The contracts need to have a no fault cancelation date as late as possible so that if there are not enough people signed up, the tours can be canceled.

If an item requires a contract, it is highly encouraged the <sup>USA</sup>West Convention Advisor and Director of Business be involved before signing and the Director of Services and General Chair sign the contract. It is encouraged that no verbal commitment will be made to service providers by any service committee members. Everyone should 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.

Hall set up and sound equipment needs must be coordinated carefully with the Director of General Dance Program as well as Director of Education needs.

The Director of Services is responsible for maintaining and providing any data regarding the above list as requested by the General Chair and for both the Preliminary and Final Report.

## **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 <sup>USA</sup>West Square Dance Convention as it supports and maintains the Convention's ability to qualify for the IRS 501 (c) 3 Educational tax exemptions. It is also the sole item that separates the Convention from a normal 3-day festival.

Dance teaches, Round, Square and others, are also considered part of Education and should be taken into account. The Director of Education should work with the Director of General Dance Program to assure there are educational items in their program such as "introduction to" and workshops times in all the dance levels.

The Director of Education responsibilities include:

- a. the coordination of Panels, Clinics and Seminars with the Director of General Dance program to avoid scheduling conflicts and enhance the program with dance teaches and workshops that fit with subject presented at the panels, seminars and clinics. Items aimed at Callers and Cuers need to be set at times to attract the majority of attendance.
- b. Coordinate with The Director of Services and Director of Publicity in planning in order to insure meeting rooms and equipment are available. Information fed to the Director of Publicity through the General Chair will assure maximum attendance at the Educational functions.
- c. Maintaining and for maintaining and providing any data regarding the above list as requested by the General Chair and for both the Preliminary and Final Report.

## **DIRECTOR OF GENERAL PROGRAM**

We encourage the person selected for the Director of General Program to have some experience in programming festivals.

Leaders are defined as: Square Dance Callers, Round Dance Cuers and Contra, Line Dance and/or Clogging Prompters.

Select personnel as Chair for the following positions:

1. Coordinating Room for leaders
2. Hospitality Room for leaders
3. Ceremonies
4. Exhibitions
5. Square Dance Program
6. Round Dance Program
7. Other Dance Programs
8. Social Events
9. Fashions

Any or all of these nine Chair positions can be combined with one another or eliminated if the General Chair and the Director of General Program agree.

The Director of General Program is responsible for:

- a. working with the Facilities Chair and the General Chair to determine the size of all dance halls.
- b. Maintaining and providing any data regarding the above list as requested by the General Chair and for both the Preliminary and Final Report.

### **CHAIR of the COORDINATING ROOM for LEADERS**

We encourage this person be someone who is thoroughly familiar with leaders and all preparations of the dance program. The responsibilities include:

Getting volunteers to man the coordinating room and to act as Hall Monitors in the various dance halls.

Ensure a smooth operation of entire program.

Preparing daily schedules for easily serving leaders and quickly spotting "No-Shows".

To ensure a smooth running of the Coordinating Room, we suggest:

The room be arranged to keep out non-workers, as they could add to the confusion.

Arrange check-in tables with adequate help to quickly check in leaders.

Check-in times should be no later than one hour prior to first calling spot each day. Any "No-Show" at that time, his/her daily schedule will be pulled for substitution.

Electronic communication be maintained between the Coordinating Room and each dance hall. Cell phones can be useful in this situation.

Dance halls have a Hall Monitor seated by the stage and have a daily schedule for that room in front of them. As substitutions are made, the Hall Monitor will be notified immediately. Only substitutions approved by Coordinating Room are to be made.

If a leader does not check in at the hall by the required time prior to their scheduled spot, the Hall Monitor will notify the Coordinating Room immediately and request a substitute.

## **CHAIR of HOSPITALITY ROOM for LEADERS**

The responsibilities of the Chair of the Hospitality Room include:

- a. Finding volunteers to work in the Hospitality Room
- b. Keeping refreshments (coffee, cold drinks, ice water, cookies, etc.) in the Hospitality Room. The needs of the room should be given to the Director of Services when contracting with the hotel.
- c. Locking the room when empty if the room is being used as a secure room for equipment.
- d. Working with the Facilities Chair to assure the Hospitality Room is adjacent to or near the Coordinating Room.

## **CHAIR OF CEREMONIES**

The opening ceremonies are held before the evening dance program each night.

The Chair of Ceremonies is responsible:

- a. Planning the evening ceremonies.
- b. Identifying a Master of Ceremonies for each evening. The MC should be a well-known leader or public speaker.
- c. Assuring the first tip of the evening be a Mainstream tip if the ceremony is held in another hall.
- d. Working with the Director of General Program in order to identify the appropriate dance hall to be used for the ceremonies.

A sample schedule might be:

Thursday: ceremony should be in the daily schedule of activities and the program schedule  
Presentation of the Colors and Pledge of Allegiance  
Welcome by the General Chair of the current convention/introduction of current Convention Directors  
Exhibition Group presentations – schedule at least 30 minutes prior to the scheduled dance programs  
Friday: ceremony should be in the daily schedule of activities and the program schedule  
Welcome by the General Chair of the next year's convention/introduction of Directors  
Exhibition group presentations – schedule at least 30 minutes prior to the scheduled dance programs  
Saturday: ceremony should be in the daily schedule of activities and the program schedule  
Parade of States – the lineup for the parade of states should start an hour before the dance program begins  
Presentation of Colors  
National Anthem  
Welcome special dignitaries  
Introduction of General Chair for current Convention  
Introduction of the President of the <sup>USA</sup>West Policy Board and Executive Committee  
Introduction of the <sup>USA</sup> West Policy Board  
The first tip of the evening after the ceremony should a Mainstream tip

## **CHAIR OF EXHIBITION GROUPS COMMITTEE**

The responsibilities of the CHAIR OF EXHIBITION GROUPS include:

- a. Contacting Exhibition Groups inviting them to register and perform. This can be started the year before your convention, at the previous convention. Each participant must be registered for the convention.

- b. Working with all programming chairs when programming Exhibition Groups to ensure there are no programming conflicts.
- c. Work with Facilities Chair to have a changing room available close to the dance room and to secure a room for costumes, etc. providing a room is available. This room can also be used as a hospitality room for the exhibition groups.

Suggestions for smooth entertainment/exhibition programming:

- 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.
- Try to keep the “hams” under control. If a group requests to perform two or more times, suggest they do only one number in each performance
- 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.
- A time limit is 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 any 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.
- Most of all put on a GOOD show. Cooperation with the groups should be a high priority.
- It is highly discouraged to program exhibitions in such a way that the evening dance program is interrupted.

## CHAIR OF THE SQUARE DANCE PROGRAM

It is highly encouraged that an assistant be appointed and the two work side by side throughout the entire process so that in the event the Chair is unable to complete their duties, the square dance program is not affected.

The responsibilities of the CHAIR of SQUARE DANCE PROGRAM include:

1. Programming all square dancing under the supervision of the Director of
2. General Program.
3. Contacting registered callers for participation in the Program.
4. Sending out Caller Profiles (Exhibit C).
5. Scheduling calling assignments for the various Square Dance Halls. <sup>USA</sup>West has purchase a software program (Dancing Penguins) to assist in the scheduling. Contact your General Chair for the program. The list of potential programs includes:
6. Mainstream- required
7. Plus - required
8. Advanced (A1 & A2) - required
9. Challenge (optional)
10. Youth (optional)
11. Singles (optional)
12. Live Music (optional and should be Mainstream level)
13. Determining the length of calling slots - Recommended length of calling slots are:
14. Mainstream, Plus, Youth and Singles halls
  - a. 10 to 15 Minutes
15. Advanced and Challenge
  - a. 30 Minutes to 1 hour
16. Live Music
  - a. 5 to 10 Minutes
17. Making up hall assignment charts for Thursday, Friday and Saturday for square dancing. If there will be rounds in the hall the Round Dance Chair will furnish their program information for insertion in the charts. The completed square dance program should be given to the Director of General Program early enough for the printing of the Program Book.
18. Working with the Chair of the Round Dance Program to ensure there are no scheduling conflicts between calling and cueing slots.
19. Informing all chosen MC's of their duties including keeping the program on schedule (Exhibit D).

5. Contact the appropriate person(s) if there are any other issues in the dance hall (medical, room temperature, functional, etc.). The list of appropriate persons and contact numbers will be listed in the Hall Monitor notebook.

## **CHAIR OF THE ROUND DANCE PROGRAM**

It is highly encouraged that an assistant be appointed and the two work side by side throughout the entire process so that in the event the Chair is unable to complete their duties, the square dance program is not affected.

The responsibilities of the CHAIR of Round Dance Program include:

1. Programming all round dancing under the supervision of the Director of General Program.
2. Contacting registered cuers for participation in the Program.
3. Sending out Cuers Profiles (Exhibit D).
4. Scheduling cueing assignments for the various Dance Halls. <sup>USA</sup>West has purchase a software program (Dancing Penguins) to assist in the scheduling. Contact your General Chair for the program. The list of potential programs includes:  
Phase II-VI  
Rounds between square tips in the Mainstream or Plus Hall, as required
5. Arrange space and time and dancers for the Showcase of Rounds
6. Making up hall assignment charts for Thursday, Friday and Saturday for round dancing. If there will be rounds in the square dance hall the Round Dance Chair will furnish their program information for insertion in the charts. The completed round dance program should be given to the Director of General Program early enough for the printing of the Program Book.
7. Prepares the Syllabus for dances taught at the Convention.
8. Working with the Chair of the Square Dance Program to ensure there are no scheduling conflicts between calling and cueing slots.
9. Informing all chosen MC's of their duties including keeping the program on schedule (Exhibit E)



## **CHAIR OF OTHER DANCE PROGRAMS**

In some areas, dance programs such as Contra, Line Dance, Clogging, etc. may be appropriate. If appropriate and necessary, the Director of General Program will appoint the Chair of Other Dance forms. The Chair will be responsible for

1. Working with the General Program Director regarding facilities and equipment needs. If another dance will be available, work with the General Chair to assure the options are on the registration form.
2. Find and schedule promptors, cuers, instructors as necessary for lessons or dancing.
3. Work with the other dance Chairs (round and square dance) and Education Chair so as to avoid scheduling conflicts.
4. Send the program schedule to the appropriate person in a timely manner so the schedule is available to all dancers.

## **CHAIR OF SOCIAL EVENTS COMMITTEE**

This position may be held by the General Chair or be delegated to another person. The responsibility of this position is to assure the dancers have social options besides dancing. This person may:

1. Arrange for the Wednesday evening activity such as dinner or dinner/show, entertainment, such as a local band, or tour of the city with dinner, etc. Non square dancing activities are encouraged. It is important to keep in mind, callers and cuers cannot be paid by the Host committee for calling or cueing.
2. Arrange for After Party events after each day of dancing. After parties can be skits, exhibitions, or more dancing. Traditionally, the after parties have been hosted by the current and/or future <sup>USA</sup>West Conventions. Other hosts can be the next Nationals or groups such as Single Square Dancers of America, etc.

## **CHAIR OF FASHIONS**

Director of General Program appoints the Chair of Fashions.

The Chair of Fashions responsibilities include:

1. Coordinate the clothing to be worn and sold for the benefit of the convention.
  - a. Select and/or design, and present dance-themed clothing choices to the General Chair/Convention Committee for approval. This also could include convention approved jewelry and belt buckles.
  - b. Women's selections should include a short and long skirt, blouse, shoes and slip color, if so desired.
  - c. Men's selection should indicate color or design of shirt, choice of pants, color of tie or bolo.
2. Oversee the (optional) Fashion Show and appoint a Vice Chair if necessary.
3. Oversee the (optional) Sew and Save displays and demonstrations and appoint a Vice Chair if necessary.
4. Determine the (optional) convention decorations and present to General Chair/Convention Board for approval. Coordinate with General Chair and Directors to determine what and how the decorations may be hung or placed in the facility.
5. Tracking participation, money spent, and other data needed for the Final Report.

**If there is a fashion show, these are the things to consider:**

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 and staff is fine if your budget will allow.
6. Several others are required as helpers, i.e. coordinator, commentator, extra escorts, hostesses and music.

An alternative to the Fashion Show is a Talent Show. This draws upon the local dancer 's talent as well as the regional dancers. Talent comes in many forms: dancing, singing, storytelling, musical instruments, comedy, sewing, needle work, crafts, painting, etc., etc. The Fashions Chair for this event needs to be knowledgeable and able to select only the best acts for this show.

**Sew and Save** needs to be coordinated with the Education Director to see who will be responsible for the following:

1. Securing a large room for the display of sewing information, flyers, give-a-ways, sign-ins, pre-made garments, and tracing of different homemade patterns. (DO NOT use copyright Patterns!!) Template materials can be Masonite and plastic. 8 foot tables will work fine, have a least two. Suggested for tracing are end rolls of newsprint, which may be obtained free from local printers. Pens, pencils and scissors are a must.
2. Demonstrations of sewing machines, embroidery machines, sergers, knitting machines, etc. may be appropriate.
3. Clinics, Demos and Workshops can be provided depending on available talent.

**Exhibit A - PRELIMINARY FINAL REPORT**  
 Due within 10 days at the conclusion of the Convention  
 \_\_\_\_\_th <sup>USA</sup> West Square Dance Convention®

## **Registration Numbers**

Pre Reg number  
At The Door Number  
Special Event Number

### **Lodging:**

Host hotel(s):  
    Number of room nights used at host hotel(s):  
    Other hotels used:  
    Cost of rooms:  
Recreational Vehicles/camping:  
    Host campground(s):  
    Number of nights used:  
    Cost of camping sites:

### **Vendors:**

Booth Size:  
Number of vendors:  
Number of booths sold:  
Cost per booth: \$

### **Square Dance Programming:**

Number of callers:  
Number of halls used:

### **Round Dance Programming:**

Levels Offered:  
Number of halls used:

### **Publicity:**

What publicity was used and at what cost?

### **Facilities:**

Floors: What kind and cost

**Total facility costs: \$\_\_\_\_\_**

### **Fund Raising:**

List any fund raising events held and profit from each.

## **Exhibit B - FINAL REPORT**

Due within 90 days at the conclusion of the Convention  
\_\_\_\_th <sup>USA</sup> West Square Dance Convention®

Theme:

Date:

Location:

Logo:

Number of Volunteers:

How many committees did you have?

What were committee chairs names and duties?

Registration Numbers:

\_\_\_ Total registrations:

\_\_\_ registered dancer breakdown:

\_\_\_ solo dancers

\_\_\_ walk-in registrants

\_\_\_ full convention registrants

\_\_\_ daily registrants (*some single day, some double day*)

\_\_\_ callers

\_\_\_ cuers

\_\_\_ prompters

\_\_\_ exhibition dancers

\_\_\_ no show registrants

**Total Registration Income: \$ \_\_\_\_\_**

**Special Event date:**

Description of Event:

\_\_\_ number attended

Cost of special event: \$

**Income from special event: \$**

**Registration Forms:**

Attach any registration forms used for the convention.

**Pre-Advertising Booklet:**

Was Pre-Ad Booklet was generated

**Pre - Registration Form**

Number printed: \_\_\_\_\_

Cost of printing: \_\_\_\_\_

Number not distributed: \_\_\_\_\_

**At Door - Registration Form (if different than Pre-Registration Form):**

Number printed: \_\_\_\_\_

Cost of printing: \$ \_\_\_\_\_

Number not distributed: \_\_\_\_\_

**Badges:**

Number ordered: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Made by: \_\_\_\_\_

Number not distributed: \_\_\_\_\_

**Ribbons:**

Pre-Registration ribbons ordered: \_\_\_\_\_ Printed by: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Number not distributed: \_\_\_\_\_

Special ribbons ordered such as:

Vendor \_\_, Program \_\_\_\_, Solo \_\_\_\_, Presenter \_\_\_\_, Registration \_\_\_\_, Committee members \_\_\_\_\_

Cost: \$ \_\_\_\_\_

**Lodging:**

Host hotel(s):

Number of room nights used at host hotel(s):

Other hotels used:

Cost of rooms:

Recreational Vehicles/camping:

Host campground(s):

Number of nights used:

Cost of camping sites:

**Food-Meals:**

List any meals offered, costs, number attending and profit:

List information on Refreshment booths:

**Special Activities:**

List all Special Activities time & location, # attended, costs and profit.

**Vendors:**

Booth Size:

Number of vendors:

Number of booths sold:

Cost per booth: \$

Location of vendors:

Booth separation material costs:

Vendor names, type, special considerations:

**Total income: \$ \_\_\_\_\_**

**After Party:**

Day(s)/time:

Types, costs, attendance:

**Exhibition Groups:**

List of exhibition groups performing:

**Square Dance Programming:**

Number of callers:  
Names: Attach Program Book/schedule  
Number of halls used:  
Time slots by minutes: Mainstream \_\_\_; Plus \_\_\_; Advanced: \_\_\_; Challenge: \_\_\_; Contra \_\_\_\_\_

**Round Dance Programming:**

Levels Offered:  
Number of Halls used  
Number/names of Cuers:  
    Attach Program Book/schedule  
Time slots in Round Dance Hall were \_\_\_ minutes.  
Square Dance halls used single/double in Mainstream: \_\_\_; Plus: \_\_\_\_\_.  
Was there a prepared syllabus? Charge: \$\_\_\_ @, print cost for \$\_\_\_ income: \$\_\_\_

**Education:**

Number of rooms used:  
Number of sessions:  
Times of sessions:  
Topics of sessions:  
    Attach Program Book/schedule  
Names/contact information of presenters:  
Attendance by session:  
Include any teaches/clinics (such as introduction to contra, introduction to a square dance level, introduction to round dancing)

**Program Booklet:**

Number printed: \_\_\_\_\_  
Pages: \_\_ (including front and back cover)  
Printed by:

**Exhibit C - Caller Profile**

<sup>USA</sup>WEST Square Dance Convention

SQUARE DANCE PROGRAM ----- CALLERS QUESTIONNAIRE

\_\_\_\_\_ (FIRM) DEADLINE FOR PROGRAMMING PURPOSES

NAME

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_  
STREET CITY STATE ZIP

I HAVE BEEN CALLING \_\_\_\_\_ YEARS  
I CALL APPROXIMATELY \_\_\_\_\_ DANCES PER YEAR  
I HAVE called at \_\_\_\_\_ USA West Conventions

I WILL BE AVAILABLE ON:

	Morning Before Noon	Afternoon Between Noon & 5 PM	Evening After 5 PM
Thursday			
Friday			
Saturday			

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)

- |  |   |
|--|---|
| <input type="checkbox"/> Patter              | <input type="checkbox"/> Plus                     |
| <input type="checkbox"/> Singing Calls       | <input type="checkbox"/> Plus Workshop            |
| <input type="checkbox"/> Youth               | <input type="checkbox"/> Advanced ___ A1 ___ A2   |
| <input type="checkbox"/> Mainstream          | <input type="checkbox"/> Advanced Workshop        |
| <input type="checkbox"/> Mainstream Workshop | <input type="checkbox"/> Challenge ___ C1 ___ C2  |
|  | <input type="checkbox"/> Challenge Level Workshop |

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 am a local caller.
- 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:

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SEND TO: Square Dance Program Committee Chair  
 Put email followed by mailing address here)

**Exhibit D - Cuer Profile**

USAWEST Square Dance Convention

ROUND DANCE PROGRAM ----- CUER QUESTIONNAIRE

\_\_\_\_\_ (FIRM) DEADLINE FOR PROGRAMMING PURPOSES

NAME

\_\_\_\_\_

ADDRESS:

STREET

CITY

STATE

ZIP

I HAVE BEEN CUEING \_\_\_\_\_ YEARS

I HAVE BEEN TEACHING \_\_\_\_\_ YEARS

I HAVE CUED AT \_\_\_\_\_ USA West Conventions

IS YOUR PARTNER PROGRAMED DURING THE CONVENTION \_\_\_\_ YES \_\_\_\_ NO

IF YES PLEASE PROVIDE YOUR PARTNERS NAME:

\_\_\_\_\_

I WILL BE AVAILABLE ON:

	Morning Before Noon	Afternoon Between Noon & 5 PM	Evening After 5 PM
Thursday			
Friday			
Saturday			

I AM WILLING TO CUE or TEACH FOR:

Cue in the Round Dance Hall: \_\_\_\_ PH II, \_\_\_\_ PH III - IV, \_\_\_\_ PH V - VI

Cue in a Square Dance Hall: \_\_\_\_ Youth, \_\_\_\_ Singles, \_\_\_\_ MS, \_\_\_\_ Plus

Master of Ceremonies: \_\_\_\_ Yes, \_\_\_\_ No

Showcase: \_\_\_\_ PH II, \_\_\_\_ PH III, \_\_\_\_ PH IV, \_\_\_\_ PH V, \_\_\_\_ PH VI

Teach: \_\_\_\_ PH II, \_\_\_\_ PH III, \_\_\_\_ PH IV, \_\_\_\_ PH V, \_\_\_\_ PH VI

SPECIAL REMARKS AND ADDITIONAL INFORMATION:

\_\_\_\_\_

\_\_\_\_\_



Please return profile by \_\_\_\_\_

SEND TO: Round Dance Program Committee  
(Put email followed by mailing address here)

### **Exhibit E - Responsibilities of an MC/Hall Monitor**

1. Callers calling the first slot of any session after a break (lunch, dinner) or calling the first morning session will be granted leeway on the check in times. It is expected that they will still arrive early enough to perform their functions as MC.
2. The MC will call the first slot of the hour. The MC will introduce the next MC.
3. The MC is expected to keep the program on schedule, even if it means giving up their own calling slots. If a caller/cuer/exhibition is not prepared to start on time, the MC must notify them of the remaining time available in the slot. In the MS/Rounds and Plus/Rounds halls in the evening, the MC remains during the last round of the hour and introduces the next MC.
4. The MC is responsible for the SOUND QUALITY in the hall. If the dancers are unable to hear, make sure the MUSIC VOLUME IS LOW ENOUGH that the caller's voice can be heard. The sound is for the people dancing, not those in the hallways.

### **Hall Monitor**

The MCs will perform the Hall Monitor functions throughout the convention, recording statistics in the Hall Monitor notebook. This will include Round Dance statistics in the MS/Rounds and PLUS/Rounds halls in the evenings.

1. Check in the callers prior to their calling assignment
2. Contact the Coordination Room if a caller has not checked in by thirty (30) minutes prior to their spot and determine if a substitute will be sent or if the MC will fill the spot from the callers present
3. Record the substitution in the Hall Monitor book
4. Count the people in the hall on the hour and half-hour. In the MS/Rounds and PLUS/Rounds halls additional counts will be taken during the round dancing. Record all numbers in the Hall Monitor notebook on the statistics page.