

# GUIDELINES FOR THE HOST

## FYI

1. The TADAMS sound person usually arrives between 6:30 and 7:00 and will unlock the doors. The sound person will have all the keys.
2. There is a closet at the rear of the auditorium that contains all of TADAMS supplies and equipment. The sound person has the key.

## WHEN YOU ARRIVE: Plan to arrive around 7:00

1. Set up the refreshment area.
  - Fill the orange water coolers with ice and water. Ice is available in the kitchen on the first floor. Sound person has key to the kitchen.
  - Set out the cups and marking pens (so that cups can be marked for re-use).
  - Make sure a trashcan is available near the water coolers. Trashcan and liners are in the supply closet.
2. Set up a table for flyers.
  - Set up the portable folding table from the closet on the right hand side of the entrance to the hall.
  - Display the available literature from the supply closet. Discard any outdated flyers.
  - Place a few dance cards and membership forms on the admissions table.
3. Take the easel & welcome sign down to the lower lobby.
4. Put the floor mat at the top of the steps in front of the door to the auditorium.
5. Set up the admissions table. The card table is in the supply closet.
  - Sign with admission prices.
  - Money box. There should be \$50 in the box. Count the change to verify and record the amount on the TADAMS Expense Sheet.
  - Sign-up sheet with a pen for helpers to collect admission money during the dance.
6. Introduce yourself to the band and caller. Tell them that you will be the one paying them and ask who to pay at the end of the evening.
7. Be at the admission table before the dance to take money. ASK people to sign up to help. **YOU ARE NOT EXPECTED TO SIT OUT MORE THAN ONE DANCE.**

## DURING THE DANCE

Keep an eye on the admissions table to be sure that the person signed up to sit out that dance actually showed up. The table should not be unattended during the first half of the dance.

## AT THE BREAK

Have someone at the table during the break. Full payment is expected from anyone arriving at the break.

## AFTER THE BREAK

1. Leave a basket and the honor pay sign on the table. Take the moneybox to the supply closet.
2. During a dance shortly after the break:
  - Count the admissions money and complete the TADAMS Expense Sheet.
  - Set aside the amount to be paid to the band and caller (instructions are on the expense sheet) and \$25 for the sound person and return \$50 to the moneybox (leave as many ones as possible).
  - Place the rest of the money in a manila envelope and leave it in the supply closet.

## AFTER THE DANCE: Ask folks to help, they will if you ask!

1. Pay the band and the caller.
  - Be ready to pay the band and caller as soon as the last waltz is over.
  - Pay the sound person.
2. Clean off the refreshment table.
  - Empty the coolers. Store them in the supply closet with the lids off.
3. Put things away
  - Put the literature and the items from the admissions table away.
  - Put the folding table back in the closet.
  - Bring the welcome sign & easel back upstairs. Store in the supply closet.
4. Pick up any litter and put in trashcans. Put any abandoned items in the closet.
5. Pick up the floor mat at the door and put back in the closet.
6. Sweep the floor.
7. Take the liner out of the trashcan, set up the can with a fresh liner. Collect the trash from the bathrooms. Leave the trash in the trash area on the Walton Avenue side of the building. Put the trashcans in the closet.

☺ Thank you so much for your time and effort. We hope you had fun!