

# 2020 DOR Checklist

UPDATED 2/12/2020

## Federation Meetings

Item	Result / comment	Assigned To	Due Date	Status	9/11/19	cancelled 10/15/19	11/21/19	1/13/20	2/19/20	Before DOR 4/2/20	DOR 5/2/20	Review DOR 5/12/20
<b>Committee</b>		<i>Additional Help</i>										
Vice President, Co-Chairs	Debbie & Jeff Blood			Complete	x							
President, past president	Jim Gotta, Warren Olson			Complete	x							
Secretary	Gary & Lorraine Granath			Complete	x							
Treasurer	Rick & Donna LaDonna			Complete	x							
Contracts	Sharon Meyer			Complete	x							
Baskets	Jane & Stu Jones & Kris Aeckerle	Amy		Complete	x							
Awards	Jim & Lurine Gotta			Complete	x							
Refreshments	Mary Jo & David Webster	Lorraine Granath		Complete	x							
Dinner	Mary Jo & David Webster	Lorraine Granath		Complete	x							
<b>Theme / Color</b>												
Theme	Dance-O-Rama			Complete			x					
Color			Fall 2019									
<b>Facility</b>												
Location	Perinton Community Center	Jim Gotta	5/14/2019	Complete	x							
Main hall	204ABC	Jim Gotta		Complete	x							
Plus hall	aerobic room	Jim Gotta		Complete	x							
refreshment area	Rm205	Jim Gotta		Complete	x							
other dance room	Rm208B	Jim Gotta		Complete	x							
rental agreement	agreement no contract	Jim Gotta		Complete	x							
Other locations for future DOR		Blood/Gotta/ Olson		on going	x							
<b>Callers / Cuers</b>	Proposed May 2019											
Caller 1	Jim Gotta	local	Fall 2019	Complete	x							
Caller 2	Gary Bubel	local	Fall 2019	Complete	x							
Caller 3	Gil Porter	local	Fall 2019	Complete	x							
Caller 4	Jonathon Weiner (Bronx)	regional	Fall 2019	Complete	x							
Cuer 1	Alice Bubel	local	Fall 2019	Complete	x							
Cuer 2	Eileen Webster	local	Fall 2019	Complete	x							
Line Dance call/cuer	Will Herzog	local	Fall 2019	Complete	x							
<b>Dance schedule</b>	<b>includes more line dancing</b>	Gotta / Blood	Fall 2019	Completed 9/11/2019	x							
post in Promenader- special event		Emmel/Marshall	Fall 2019	complete				x				
post on Facebook-event		Blood	Fall 2019	complete				x				
<b>Dinner- vendor selection</b>	see dinner below	committee	Fall 2019									
	vendor - Otto Tomotto	committee	Fall 2019	Completed 9/18/2019	x							
	meal - The MaMa & eggplant Parm	committee	Fall 2019	Completed 9/18/2019	x							
<b>Pricing</b>												
Advance dance sales	\$10.00			Complete	x							
Day of dance sale	\$12.00			Complete	x							
Dinner	\$16.00	price increased to \$16		Complete			x					
Dangles	\$1.50			Complete	x							
50/50 Raffle	1 for \$1, 3 for \$2, 12 for \$5, 30 for \$10			Complete	x							
Basket Raffle	1 for \$1, 3 for \$2, 12 for \$5, 30 for \$10	<b>In DOR club presidents letter tell clubs that baskets are needed at DOR by 1:30pm</b>		Complete	x							

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<b>Fliers / Documents</b>												
DOR Dance flier	needed in Fall for ads	Olson	Fall 2019	complete 11/19			x					
DOR Dance Flier in Promenader	special event	Emmel/Marshall	Fall 2019	complete 11/19				x				
DOR Dance Flier in Facebook	list as event	Blood	Fall 2019	complete 11/19				x				
DOR Dance flier	printed copies for distribution	Olson	By 1/06/2020	complete								
Club challenge flier	<b>challenge discontinued 2019</b>											
Club Presidents DOR letter	needed for club package in Jan	Blood	By 12/15/2019	complete				x				
Volunteer schedule	needed for club package in Jan- adjusted for club attendance	Blood	By 12/15/2019	complete				x				
Volunteer Coordinator		Dee Gustke		complete				X				
DOR Dinner flier	needed for club package in Jan	Gotta, Blood	By 12/15/2019	complete				x				
DOR Dinner flier - Promenader		Emmel/Marshall	Fall 2019	complete				x				
DOR Dinner flier- Facebook		Blood	Fall 2019	complete				x				
DOR Dinner tickets	needed for club package in Jan	Gotta, Blood	By 12/15/2019	complete				x				
Dancer sign in sheet	pre printed list for sign in	LaDonna's	By 4/02/2020									
Day of DOR sales	tracked separately using log sheet	LaDonna's	DOR									
<b>Dancer Survey:</b>												
survey 2020 DOR	mention next year DOR date	Blood	By 4/02/2020	complete					x			
printed for DOR	100 copies printed	Olson	DOR									
online survey in Promenader		Emmel/Marshall	By 4/02/2020									
online - survey program / Facebook		Blood /K. Shirley	By 4/02/2020									
<b>Dance Schedule</b>												
Half page schedules, site map on back	Printed for distribution at DOR, if date confirmed for next year's DOR also list on schedule	Gotta/Blood/Olson	By 4/02/2020	complete						x		
Dance Schedule in Promenader with DOR flyer		Emmel/Marshall	Dec 2019	complete						x		
Dance Schedule in Facebook with DOR flyer		Blood	Dec 2019	complete				x				
"Arrow" on stairs	needed for dance room locations	Blood	By 4/02/2020	complete					x			
Room set-up drawings	small table & chairs in food room to sell basket raffle tickets	Gotta	By 4/02/2020									
Check in- main hall, look at set up for 2020	2 hallway tables – check-in, sell 50/50 & dangles, <b>Fall Ball?</b>	LaDonna	DOR									
Basket Raffle	Put baskets in side room near refreshments. Sell tickets in refreshment room. Baskets to be delivered to DOR by 1:30 pm	Jones/Aeckerle	DOR									
Club Banners	Place to put club banners: main hall, wall behind callers	Blood	DOR									

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<b>Advertising- Dance Flyer</b>												
emailed Regional Caller	Jonathon Weiner	Gotta	Fall 2019	complete				x				
emailed to PA club	NA		Fall 2019									
in USDA (\$50)	NA		Fall 2019									
on "Where's the dance" web site		Gotta/Leon Smith	Fall 2019	As of 2/12/20 not listed								
in American Square Dance	NA		Fall 2019									
<b>Ribbons</b>												
artwork		Olson	Fall 2019	completed			x					
Color	2020 White w/ purple text 2019 lilac with black text 2018 black with silver text 2017 dk lavender w/ white text 2016 purple w/ white text	Olson/Blood/Gotta	Fall 2019	completed								
Ordered	order 300 ribbons in early Nov.	Olson	Fall 2019	completed			x					
<b>Club packets printing requirements</b>												
President letters printed	25 copies	Olson	By 1/06/2020	completed				x				
Volunteer schedules printed- ask club to provide volunteer names and phone #	25 copies	Olson/Volunteer Coordinator	By 1/06/2020	completed				x				
dance schedules printed	25 copies	Olson	By 1/06/2020	completed				x				
Club Challenge fliers printed	discontinued in 2019											
Dance fliers printed	250 fliers	Olson	By 1/06/2020	completed				x				
Dinner fliers	150 fliers	Gotta / Olson	By 1/06/2020	completed				x				
Dinner tickets printed	1 set of all dinner tickets (16 files)	Olson	By 1/06/2020	completed				x				
Obtain 24 manila envelopes		Blood	By 1/06/2020	completed				x				
assemble packet		committee	By 1/13/2020	completed				x				
Mailed / delivered		Blood	by 1/20/2020	completed					x			
Dinner tickets for callers	bring to DOR	Gotta/Blood	DOR									
<b>Items to order ahead of time</b>												
Dangle design		Olson	Fall 2019	completed			x					
Dangle order	100 @\$1.00	Olson	Fall 2019	completed			x					
Basket Raffle tickets	Baskets from clubs, 2,500 tickets needed to sell	Blood	in stock	Complete	x							
50/50 tickets	1,500 tickets needed to sell	Blood	in stock	Complete	x							
Club challenge award	discontinued in 2019	Gotta										
tablecloths for dinner		Webster	By 4/02/2020									
<b>Graduation packets</b>												
Get list of graduates	3/15/2020 (Spring Presidents mtg?)	Blood	3/15/2020									
Create graduates address file		Gotta/ Blood	3/15/2020									
Graduate Welcome letter 2020	include federation club information	Blood	By 4/02/2020									
Print Graduate Welcome letters		Olson	By 4/02/2020									
Silver booklet	need to make booklets	Blood	By 4/02/2020									
Free Dance Card content	verify clubs	Blood	By 4/02/2020									
Print Free dance card		Olson	By 4/02/2020									
Promenader card		Emmel	By 4/02/2020									
Summer Free Dance flyer		Promotions Committee	By 4/02/2020									
Square Dance Business Cards		Promotions Committee	By 4/02/2020									
Fall 2020 Open House listing		Promotions Committee	By 4/02/2020									

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Graduation packets cont												
Get manilla envelopes		Blood	By 4/02/2020									
Stuff envelopes- 1 per couple with 2 booklets & cards		DOR committee at 4/2/20?	on 4/02/2020?									
Distribute to Club Presidents at DOR		Blood	at DOR									
<b>Responsibilities assigned ahead of time</b>												
Ceremony MC	always DOR Chairman	Blood										
Grand March Leader		Olson/Granath										
Open Mic MC		Marshall										
Grand March music		Gotta										
<b>Responsibilities assigned ahead of time</b>	<b>Continued</b>											
Facility walk through: fill out insurance form, need RAF & Custodian signatures	verify with custodian arrangements for dinner set up at 5pm	Blood	DOR									
Insurance certificate	link on Promenader web site	Blood/ Stahl	1/1/2020	completed					x			
Who is setting up registration tables		LaDonna										
Who is giving checks out		LaDonna										
Who is refilling hot and cold water	under Refreshments	Webster/ Committee										
<b>Dinner</b>												
Vendor, menu selected	Otto Tommotto's	committee/Blood	Fall 2019	completed			x					
Shut down dance at 5pm / Set up buffet tables		committee										
Dinner delivery 5:15pm	2 serving lines 2 tables each with tableclothes to be ready	committee										
roll trays		Blood		caterer to supply			x					
serving utensils	usually caterer doesn't supply	Blood		caterer to supply			x					
gravy/sauce bowls		Blood		caterer to supply			x					
Who is collecting dinner tickets		Volunteer										
Payment		LaDonna	DOR									
<b>Graduates</b>												
Who is lining up graduates	6:40 time frame	Olson/Granath										
<b>Evening Program Defined</b>	<b>6:55-7:20</b>	Blood										
Grand March	6:55-7:00	Olson/Granath										
Mixer dance	7:00-7:10	Gotta										
Welcome, Thanks to all	7:10-7:11	Blood										
Introduction of DOR Committee	7:11-7:13	Blood										
Introduction of calling staff	7:13-7:15	Blood										
Daphne-Norma Leadership Award	7:15-7:30	Gottas										
Closing	7:30 let know about raffle drawings around 9pm, etc.	Blood										
Dancer Surveys	100 Printed paper copies, Promenader & online version Facebook version	Blood/ K. Shirley	By 4/02/2020									

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50/50 Raffle	8:30 close, 8:45 pulled in large room	LaDonnas										
Club challenge award- disc 2019	discontinued in 2019											
Basket Raffle	8:30 close, 8:45 pulled in large room, 9:00 dancers check raffle tickets to winning tickets	Aeckerles/Jones										
<b>Items needed day of dance</b>												
sound equipment	callers and cuers	Gotta	DOR									
Outdoor Signs	4 signs	Granath	DOR									
4 cash boxes	DOR Ribbon Sales, DOR Dangle Sales, 50/50 Raffle, Basket Raffle	LaDonnas	DOR									
seed money for each cash box		LaDonnas	DOR									
secure monies during dinner	instructions to volunteers	LaDonnas	DOR									
tablecloths- rectangle	used in for food tables (dinner), eating areas, basket raffle	Webster	DOR									
tablecloths-round	dinner tables for eating	Webster	DOR									
dinner serving utensils	usually caterer doesn't provide	Blood	DOR	caterer to supply			x					
copies of dance schedule	225 copies (75 copies 3 per page)	Olson	DOR	completed					x			
copies of dance survey	100 copies	Olson	DOR									
three copies of final volunteer sheets-listing names, clubs and phone#	1.registration table, 2.basket raffle 3. volunteer coordinator	Blood/Dee Gustke	DOR									
tape (masking)	in tub	Webster	DOR									
sticky putty	not used at Perinton	N/A	DOR									
Printed "Sign In" sheet	Preprinted names by club	LaDonnas	DOR									
sign in pens	in tub	Blood	DOR									
11x17 print of dinner locations, map		TBD/Olson	DOR									
Flyer/Poster for Fall Ball?	Ask if needed at RAF mtg	Olson	DOR									
Dangles - poster with prices		LaDonnas/Bloods	DOR									
Volunteer Chart		Bloods	DOR									
Daphne-Norma Leadership Award/ Poster Display	details award and prev winners	D LaDonna	DOR									
Tri-pod		TBD	DOR									
Federation banner	(put in main hall caller table)	Blood	DOR									
first aid kit	Not needed for Perinton	N/A	DOR									
50/50 mixing container	new RAF container for 2020	Blood	DOR	Complete	x							
comment boxes (2)	hall table and food room	Blood	DOR									
comment pen / pencils		Blood	DOR									
stage skirt	Not needed for Perinton	N/A	DOR									
center piece	large Lilac bouquet	Blood	DOR									
markers for cups	new supply each year	Blood	DOR									
<b>Refreshments</b>												
Hand Sanitizers	in RAF tub											
Coffee Pots ( 2 large)	Copy Cats & Cloverleaves	Granath/Gotta	DOR									
Water coolers (2 large)	Copy Cats & Cloverleaves	Granath/Gotta	DOR									
Coffee, Tea, Creamer, Sugar,		Webster/Blood	DOR									
Coffee Stirrers		Webster/Blood	DOR									
Napkins and Straws		Webster/Blood	DOR									
Cold cups (5 oz)	refreshment room + dinner	Webster/Blood	DOR									
Hot Cups (6 oz)	refreshment room + dinner	Webster/Blood	DOR									
Markers for cups		Webster/Blood	DOR									
ICE (2)	for water	Blood	DOR									
Copy Cat cup holder		Granath	DOR									
<b>DOR Review scheduled for Tuesday May 12, 2020</b>												