

2020 RAF DORish Dance Checklist

Sat afternoon dance - Oct 3rd
2 dance halls

As of

4-May-20

Item	Result / comment	Assigned To	Due Date	Status
Committee				
Vice President, Co-Chairs	Debbie & Jeff Blood	Sue Sepkowski Anne Granger		
President, past president	Jim Gotta, Warren Olson			
Secretary	Gary & Lorraine Granath			
Treasurer	Rick & Donna LaDonna			
Contracts	Sharon Meyer			
Baskets	Jane & Stu Jones & Kris Aeckerle	Amy		
Awards	Jim & Lurine Gotta			
Refreshments	Mary Jo & David Webster	Lorraine Granath		
Facility				
Location		Jim Gotta		complete 5/1/20
Main hall- Mainstream		Jim Gotta		complete 5/1/20
Plus hall		Jim Gotta		complete 5/1/20
refreshment area		Jim Gotta		complete 5/1/20
basket raffle area		Jim Gotta		complete 5/1/20
rental agreement		Jim Gotta		pending PRC
Callers / Cuers				
Caller 1	Mike Callahan	local/national		complete 5/1/20
Caller 2	Gil Porter (Fall Ball)	local		complete 5/1/20
Caller 3	Dave Eno (Fall Ball)	local		complete 5/1/20
Cuer 1	Mark Thone	local		complete 5/1/20
Cuer 2	Jim Gotta	local		complete 5/1/20
Caller Contracts	Sharon Meyer		discuss 5/12	Pending
Caller Contract Copies to:			discuss 5/12	Pending
	Bloods			
	LaDonna's			
Dance schedule				
	(combined with Volunteer schedule)	Gotta/Bloods		complete 5/1/20
post in Promenader- special event		Emmel/Marshall		sent 5/1/20
post on Facebook-event		Blood		
Pricing				
50/50 Raffle	1 for \$1, 3 for \$2, 12 for \$5, 30 for			ck raffle ticket supply
Basket Raffle- to be delivered at least 30 minutes before dance begins	1 for \$1, 3 for \$2, 12 for \$5, 30 for \$10	baskets are needed at Dance at 12:30 ro 12:40pm		Presidents notified via e-mail 5/1/20
Dance Tickets				
Advance dance sales	\$8.00			
Day of dance sale	\$10.00			

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Pricing continue				
Dance Tickets Printed	ready to print	Bloods		need ready for June Free Dance
Sent to Clubs for Advance Sale		Committee	By 9/1/20	
Club's Advance Sales money & unsold tickets returned		LaDonna's	9/25/2020	
Fliers / Documents				
Dance flier		Gotta/ Blood		complete 5/1/20
Dance Flier in Promenader	special event	Emmel/Marshall		sent 5/1/20 email
Dance Flier in Facebook	list as event	Blood		
Dance flier	<i>printed copies for distribution</i>	Olson	discuss 5/12 meeting	quantities?
Club Presidents update letter		Blood		sent 5/1/20 email
Dance & Volunteer schedule to Presidents		Blood		sent 5/1/20 email
Dance & Volunteer schedule to Promenader		Blood		sent 5/1/20 email
Dance & Volunteer schedule to Presidents- Facebook		Blood	?	
Volunteer Coordinator		Dee Gustke		
Contact Clubs for Volunteer Info		Blood ?	by 9/25/20	
Volunteer Schedule -Final		Blood ?	9/25/2020	
Distribute to Volunteers		Blood ?	9/25/2020	
Volunteer Schedule - Committee Copies		Blood ?	Sat 10/3/2020	
Volunteer Schedule - Facebook		Blood	9/25/2020	
Dancer sign in sheet	pre printed list for sign in	LaDonna's	Sat 10/3/20	
Day of Dance sales	tracked separately using log sheet	LaDonna's	Sat 10/3/20	
Daphne-Norma Leadership Award Display	define award, previous winners	LaDonna's	Sat 10/3/20	
Dance Schedule & Set up				
Half page schedules, site map on back	Printed for distribution at dance, if date confirmed for next year's DOR also list on schedule	Gotta/Blood/Olson	discuss 5/12 meeting	remove hall 208 B from site map, use DORish Dance Schedule
Dance Schedule in Promenader with dance flyer		Emmel/Marshall		e-mailed 5/1/20
Room set-up drawings	small table & chairs in food room to sell basket raffle tickets	Gotta		complete

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Dance Schedule & Set up continued				
Check in- main hall, look at set up for 2020	2 hallway tables – check-in, sell 50/50	LaDonna		complete
Basket Raffle	Put baskets in side room near refreshments. Sell tickets in refreshment room. Baskets to be delivered 30 mins before dance (12:30-12:40pm)	Jones/Aeckerle		
Club Banners	Place to put club banners: main hall, wall behind callers	Blood		requested 5/1/20 email
Advertising- Dance Flyer				
on "Where's the dance" web site		Gotta/Leon Smith		
Club packets printing requirements				
Instructions to Clubs	25 copies		discuss 5/12	Presidents email 5/1/20
Dance fliers printed	250 flyers	Olson	discuss 5/12	
dance schedules printed	25 copies	Olson		Presidents email 5/1/20
Volunteer schedules printed- ask club to provide volunteer names and phone # in Sept	25 copies			Presidents email 5/1/20
Obtain envelopes		Blood		
Items to order ahead of time				
check supply- also needed for summer dances				
Basket Raffle tickets	Baskets from clubs, 2,500 tickets needed to sell	Blood	discuss 5/12 meeting	
50/50 tickets	1,500 tickets needed to sell	Blood	discuss 5/12	
Graduation packets				
Get list of graduates		Blood		complete (52 grads)
verify graduate list (spelling)		Blood		
Create graduates list file (PC)		Gotta/ Blood	9/1/2020	
Graduate Welcome letter 2020	include federation club information	Blood		complete
Print Graduate Welcome letters		Olson	9/1/2020	
Silver booklet	need to make booklets	Blood		complete
Free Dance Card content	verify clubs	Blood	9/1/2020	
Print Free dance card		Olson	9/1/2020	
Promenader card		Emmel	9/1/2020	
Square Dance Business Cards		Promotions Committee	9/1/2020	
New Dancer Info- Promenader		Promotions Committee	9/1/2020	
Get envelopes		Blood	9/1/2020	
Stuff envelopes- 1 per couple with 2 booklets & cards		committee?	9/1/2020	
Distribute to Club Presidents at Dance		Blood	Sat 10/3/20	

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Responsibilities assigned ahead of time				
Ceremony MC		Blood		
Grand March Leader		Olson/Granath		
Open Mic MC		Marshall		
Grand March music		Gotta		
Responsibilities assigned ahead of time				
Facility walk through: fill out insurance form, need RAF & Custodian signatures	verify with custodian arrangements for dinner set up at 5pm	Blood		12 noon on Sat 10/3/20
Insurance certificate	link on Promenader web site	Blood/ Stahl		completed
Who is setting up registration tables		LaDonna		
Who is giving checks out		LaDonna		
Who is refilling hot and cold water	under Refreshments	Webster/ Committee		
Arrange to lock up Raffle Room during Program		Bloods/ Aeckerle/Jones		Bloods- walk through?
Graduates				
Who is lining up graduates	6:40 time frame	Olson/Granath		
Program Defined				
Grand March	5 minute	Olson/Granath		
Mixer dance	10 minute	Gotta		
Welcome, Thanks to all	1 minute	Blood		
Introduction of DOR Committee	2 minute	Blood		
Introduction of calling staff	2 minutes	Blood		
Daphne-Norma Leadership Award	15 minutes	Gottas		
Closing	let know about raffle drawings around x:xxpm, etc.	Blood		
50/50 Raffle Drawing	close 4:00 pm, 4:30 pm drawing mainstream hall	LaDonnas		
Basket Raffle Drawing	close 4:00 pm, 4:30 pm drawing mainstream hall	Aeckerles/Jones		
Items needed day of dance				
sound equipment	callers and cuers	Gotta		
3 cash boxes	Dance Ticket Sales, 50/50 Raffle, Basket Raffle	LaDonnas		
seed money for each cash box		LaDonnas		
secure monies during dinner	instructions to volunteers	LaDonnas		
tablecloths- rectangle	used in for food tables (dinner), eating areas, basket raffle	Webster		
copies of dance schedule	225 copies (75 copies 3 per page)	Olson		

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Items needed day of dance continued				
copies of final volunteer sheets-listing names, clubs and phone#	1.registration table, 2.basket raffle 3. volunteer coordinator	Blood/Dee Gustke		
tape (masking)	in tub	Webster		
Printed "Sign In" sheet	Preprinted names by club	LaDonnas		
sign in pens	in tub	Blood		
Daphne-Norma Leadership Award/ Poster Display	details award and prev winners	D LaDonna		
Tri-pod		TBD		
Federation banner	(put in main hall caller table)	Blood		
first aid kit	Not needed for Perinton	N/A		
50/50 mixing container	new RAF container for 2020	Blood		
comment boxes (2)	hall table and food room	Blood		
comment pen / pencils		Blood		
stage skirt	Not needed for Perinton	N/A		
markers for cups	new supply each year	Blood		
Refreshments				
Hand Sanitizers	in RAF tub			
Coffee Pots (2 large)	Copy Cats & Cloverleafs	Granath/Gotta		
Water coolers (2 large)	Copy Cats & Cloverleafs	Granath/Gotta		
Coffee, Tea, Creamer, Sugar,		Webster/Blood		
Coffee Stirrers		Webster/Blood		
Napkins and Straws		Webster/Blood		
Cold cups (5 oz)	refreshment room	Webster/Blood		
Hot Cups (6 oz)	refreshment room	Webster/Blood		
Markers for cups		Webster/Blood		
ICE (2)	for water	Blood		
Copy Cat cup holder		Granath		