

2020 DOR Checklist

updated 11/14/2019

Federation Meetings

Item	Result / comment	Assigned To	Due Date	Status	Federation Meetings									
					9/11/2019	10/15/2019	11/21/2019	1/6/2020	2/19/2020	Before DOR 4/2/2020	DOR 5/2/2020	Review DOR 5/12/2020		
Committee					cancelled									
Vice President, Co-Chairs	Debbie & Jeff Blood	<i>Additional Help</i>		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 Amy & Kris Aeckerle			Complete	x									
Awards	Jim & Lurine Gotta			Complete	x									
Refreshments	Mary Jo & David Webster	<i>Lorraine Granath</i>		Complete	x									
Dinner	Mary Jo & David Webster	<i>Lorraine Granath</i>												
Theme / Color														
Theme	Dance-O-Rama			Complete										
Color			Fall 2019											
Facility														
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									
Callers / Cuers														
	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									
Dance schedule														
	includes more line dancing	Gotta / Blood	Fall 2019	Completed 9/11/2019	x									
post in Promenader- special event		Emmel/Marshall	Fall 2019											
post on Facebook-event		Blood	Fall 2019											
Dinner- vendor selection														
	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									
Pricing														
Pre-dance sales	\$10.00			Complete	x									
Day of dance sale	\$12.00			Complete	x									
Dinner	\$16.00			increased to \$16										
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	tell clubs that baskets are needed at DOR by 1:30pm		Complete	x									

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Fliers / Documents														
Dance flier	needed in Fall for ads	Olson	Fall 2019											
Dance flier	printed copies for distribution	Olson	By 1/06/2020											
Club challenge flier	challenge discontinued 2019													
President letter prepared	needed for club package in Jan	Gotta	By 12/15/2019											
Volunteer schedule	needed for club package in Jan	Blood	By 12/15/2019											
DOR Dinner flier	needed for club package in Jan	Gotta, Blood	By 12/15/2019											
DOR Dinner tickets	needed for club package in Jan	Gotta, Blood	By 12/15/2019											
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											
Dancer Survey:														
printed survey available at DOR	mention next year DOR date	Blood	By 4/02/2020											
online survey in Promenader		Emmel/Marshall	By 4/02/2020											
online - survey program / Facebook		Blood /K. Shirley	By 4/02/2020											
Dance Schedule														
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/Olson	By 4/02/2020											
Dance Schedule in Promenader with DOR flier		Emmel/Marshall	Fall 2019											
Dance Schedule as event in Facebook with DOR flier		Blood	Fall 2019											
"Arrow" on stairs	needed for dance room locations	Olson	By 4/02/2020											
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, Fall Ball?	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											
Advertising- Dance Flyer														
emailed to out of town caller		Gotta	Fall 2019											
emailed to PA club		NA	Fall 2019											
in USDA (\$50)		NA	Fall 2019											
on "Where's the dance" web site		Smith	Fall 2019											
in American Square Dance		NA	Fall 2019											
on Promenader web site		Blood/Gotta / Emmel/Marshall	Fall 2019											
Special Events - Promenader		Blood/Gotta / Emmel/Marshall	Fall 2019	listed but missing flyer										
Facebook Event		Blood	Fall 2019											

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Ribbons													
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			x						
Ordered	300 early Nov.	Olson	Fall 2019	received by 11/14/19			x						
Club packets printing requirements													
President letters printed	25 copies	Olson	By 1/06/2020										
Volunteer schedules printed- ask club to provide volunteer names and phone # B5	25 copies	Olson/Volunteer Coordinator	By 1/06/2020										
dance schedules printed	25 copies	Olson	By 1/06/2020										
Club Challenge fliers printed	discontinued in 2019												
Dance fliers printed	250 flyers	Olson	By 1/06/2020										
Dinner fliers	150 flyers	Gotta / Olson	By 1/06/2020										
Dinner tickets printed	1 set of all dinner tickets (16 files)	Olson	By 1/06/2020										
Obtain 20 manila folders		Blood	By 1/06/2020										
assemble packet		committee	By 1/06/2020										
Mailed / delivered		Blood	by 1/15/2020										
Dinner tickets for callers	bring to DOR	Gotta/Blood											
Items to order ahead of time													
Dangle design		Olson	Fall 2019	completed			x						
Dangle order	100 @\$1.00	Olson	Fall 2019	received by 11/14/19			x						
Raffle tickets	Baskets from clubs	Blood	in stock	Complete	x								
50/50 tickets	ok	Blood	in stock	Complete	x								
Club challenge award	Gotta has 1 with magnetic hangers	Gotta	N/A										
tablecloths for dinner		Webster	By 4/02/2020										
Graduation packets													
Get list of graduates	3/15/2020	Gotta/Blood	3/15/2020										
Welcome letter	include federation club information	Blood/Gotta	By 4/02/2020										
Silver booklet	need to make booklets	Blood/Gotta	By 4/02/2020										
Free dance card	need to verify clubs, print all	Olson	By 4/02/2020										
Promenader card		Emmel	By 4/02/2020										
Create graduates address file		Gotta/Blood	3/15/2020										
Get manilla envelopes		Blood	By 4/02/2020										
Print letters		Olson	By 4/02/2020										
Stuff envelopes- 1 per couple with 2 booklets & cards		Gotta/Blood, Aeckerle, Collins	By 4/02/2020										
Distribute to Club Presidents at DOR		Blood/Gotta	at DOR										

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Responsibilities assigned ahead of time													
Ceremony MC	always DOR Chairman	Blood											
Grand March Leader		Olson/Granath											
Open Mic MC		Marshall											
Grand March music		Gotta											
Responsibilities assigned ahead of time													
Continued													
Facility walk through: fill out insurance form, need RAF & Custodian signatures	verify with custodian arrangements for dinner set up at 5pm	Blood	DOR										
Insurance form filled out	form link on Promenader web site	Gotta/Blood	By 1/06/2020										
Who is setting up registration tables		LaDonna											
Who is giving checks out		LaDonna											
Who is refilling hot and cold water	under Refreshments	Webster/ Committee											
Dinner													
Vendor, menu selected	Otto Tommotto's	committee/Blood	Fall 2019	completed									
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											
serving utensils	usually caterer doesn't supply	Blood											
gravy/sauce bowls		Blood											
Who is collecting dinner tickets		Volunteer											
Payment		LaDonna	DOR										
Graduates													
Who is lining up graduates	6:40 time frame	Olson/Granath											
Evening Program Defined													
Grand March	6:55-7:00	Blood											
Mixer dance	7:00-7:10	Olson/Granath											
Welcome, Thanks to all	7:10-7:11	Gotta											
Introduction of DOR Committee	7:11-7:13	Gotta/Blood											
Introduction of calling staff	7:13-7:15	Blood											
Daphne-Norma Leadership Award	7:15-7:30	Gotta/Blood											
Closing	7:30 let know about raffle drawings around 9pm, etc.	Gottas											
Dancer Surveys	Printed paper copies, Promenader & online version Facebook version	Gotta/Blood											
50/50 Raffle	8:30 close, 8:45 pulled in large room	Blood/ K. Shirley	By 4/02/2020										
Club challenge award- disc 2019	8:30-9:15 time frame	LaDonnas											
Basket Raffle	8:30 close, 8:45 pulled in large room, 9:00 dancers check raffle tickets to winning tickets	NA											
		Aeckerles/Jones											

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Items needed day of dance													
sound equipment	callers and cuers	Gotta	DOR										
Outdoor Signs	4 signs	Granath	DOR										
cash boxes (Sharon provides 5)	Ribbons/Dangles/ 50/Baskets	LaDonnas	DOR										
seed money		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									
copies of dance schedule	200 copies	Olson	DOR										
copies of survey	50-75 copies	Olson	DOR										
sheets-listing names, clubs and phone#	1. registration table, 2. basket raffle 3. volunteer coordinator	volunteer coordinator/Olson	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										
Poster for Fall Ball?		Olson	DOR										
Daphne-Norma Leadership Award/ Poster Display	details award and prev winners	Gotta?	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											
center piece	large Lilac bouquet	Blood	DOR										
markers for cups	new supply each year	Blood	DOR										
Refreshments													
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										
DOR Review scheduled for Tuesday May 12, 2020													
Checklist updated: 9/17/19													