

Chapter 20

EOSARDA Dance Manual

CHANGE HISTORY:

April 2021	The Dance Manual underwent a major rewrite with the following significant updates:
	1. The Manual is now divided into two Parts: Part A – EOSARDA-Sponsored Dances and Part B – EOSARDA Co-Sponsored Dances.
	2. Addition of information on (Part B) and application for (Appendix 7) hosting a Co-Sponsored dance with EOSARDA.
	3. Renumbering of sections in Part A.
	4. References to “Caller” and “Cuer” changed to “Dance Leader” except in specific references to square, round, or line dancing.
	5. Line dancing included as a dance option to be included in EOSARDA dances.
	6. Pg.1 – Old Introduction renamed “Preamble” and a new Introduction added.
	7. Pg.2 – Addition of note on Licencing.
	8. Pg.3 – A20.4.i – new reference to cancellation clauses in Dance Leader contracts.
	9. In some places, cross references to other Chapters within the Procedures Manual have been added (A20.1.a; A20.2.b; A20.7.a and c).
	10. Appendix 2 – Contact List – corrected and expanded.

PART A: EOSARDA-Sponsored Dances

Preamble

As of the update of this Manual (April 2021), EOSARDA hosts one annual dance, the Frosty Fling, generally held the first weekend in February. In the past, EOSARDA hosted as many as 5 different annual dances.

EOSARDA also encourages Clubs or subordinate Associations to work with EOSARDA to host **co-sponsored dances**. Details on this option are laid out in Part B of this Manual.

The aim of this Manual is to lay out guidelines on how EOSARDA dances should be organized – from inception to wrap up. These guidelines have been developed and designed to facilitate the organization of these dances and to ensure that all requirements are met and any existing policies are followed. Although this document is geared specifically to EOSARDA-hosted dances, they are also adaptable to club-sponsored dances.

Introduction

EOSARDA's Board of Directors has the sole authority to decide whether an EOSARDA-sponsored Open Dance should or should not be held. This is usually done through the annual budget process since that is when expenditures for a dance are approved by the Board. However, the Board may approve a budget amendment at any time during the year.

It is the Dance Committee's responsibility to submit dance budget proposals to the Board in a timely manner and to seek the appropriate spending authority from the Board. No dance-related expenditures or commitments can be made without such Board approval.

Once the Board has given its approval to hold an EOSARDA-sponsored dance, it is the Dance Committee's responsibility to ensure that the dance is planned, organized, and held in accordance with the following guidelines.

Licensing

When we use music for dancing, we have a legal and ethical obligation to compensate those who created the music. Canada's *Copyright Act* requires music users to pay royalties for the music they use. Entandem licensing fees cover the cost of royalties in one of three ways: either the dance leader, the sponsoring club, or the venue must hold an Entandem licence. Event organizers should confirm that the event is somehow covered by an existing Entandem licence. If not, the organizer can obtain (at a cost) a one-time Entandem licence for the event.

A20. The successful organization of any dance depends on the following:

1. Organizing Committee
2. Date and Time
3. Program
4. Dance Leaders
5. Venue
6. Budget
7. Advertising and Ticket Sales
8. Refreshments
9. Club Support
10. Checklists and Day of Dance

A20.1. Organizing Committee

- a) By definition (c.f. Procedures Manual, Chapter 8, Section 8.4.b), the Dance Committee is the Organizing Committee for any EOSARDA-sponsored dance, and the Dance Committee Chair is the Dance Coordinator.
- b) However, any member of the Dance Committee may be assigned as Dance Coordinator for any specific dance.
- c) In either case, the Dance Coordinator reports to the EOSARDA Board via the Dance Committee Chair.
- d) The Dance Coordinator may recruit any EOSARDA-registered dancer to assist on the Organizing Committee although all Dance Committee members should also be expected, to the best of their abilities and availability, to contribute their time and expertise to the organization of each dance.
- e) The size of the Organizing Committee is dictated by the nature of the dance event. A larger dance may require more people to ensure the dance runs smoothly. Therefore, members may be added to the Organizing Committee from time to time.
- f) Membership on the Organizing Committee is open to any registered dancer and may be anyone whom the Dance Coordinator believes may contribute to the running of the event. This may be an opportunity to involve new(er) dancers.
- g) All Organizing Committee members must be willing to work equally and be comfortable providing ideas and critiques.
- h) The entire Organizing Committee determines all details vital to the dance, including – but not limited to – theme, Dance Leaders, dance programs offered, refreshments, door prizes, decoration, Share-the-Wealth, etc.
- i) Where judged appropriate, the Chair of the Dance Committee may seek the Board’s approval of any potential controversial or unusual dance-related issues.

A20.2. Date and Time

- a) As stated earlier, the Frosty Fling dance is generally held the first weekend in February, either on Saturday or Sunday. Lately, afternoon dances have proven to be more successful, so the time is usually set at 1:30 – 4:00 with the option of a Round Dance Party or Callers’ Showcase offered from 1:00 – 1:30.
- b) Any other dance that EOSARDA hosts, or if the Frosty Fling needs to be rescheduled for any reason, the following things should be kept in mind:
 - Check the EOSARDA Conflict Policy (“Scheduling Conflicts”, Chapter 26) and the dance calendar on the www.eodance.ca website to insure there is no other dance on the same considered date.
 - What day and time would attract the most dancers, keeping in mind that weekend afternoon dances have proven to be very successful and getting schools for Saturday afternoons is often difficult.
 - A winter dance must consider the possibility of snowstorms or freezing rain or dancers spending winters in the south.
 - A summer dance must consider the possibility of extreme heat or dancers being out of town on vacation or at a cottage.
- c) If the dance involves a visiting Dance Leader, their schedule may dictate the choice of date and time.

A20.3. Program

- a) Unless the Board decides otherwise, Frosty Fling offers a Mixed-Program-Multi-Level dance format (Basic Squares [with a tip or two of Mainstream] and Easy Rounds), but there are other options that

could be considered for *any* EOSARDA dance. The Organizing Committee, with the approval of the EOSARDA Board, may consider any of these options:

- Single-Program – e.g., just Squares, just Rounds, just Lines
 - Mixed-Program – e.g., Squares and Rounds; Squares and Lines; Rounds and Lines
 - Mixed-Program-Single-Level – e.g., Basics with Easy Rounds; Mainstream with Easy Lines; Plus Squares with Phase 3/4 Rounds; etc.
 - Mixed-Program-Multi-Level – e.g., Mainstream and Plus Squares with Phase 2/3 Rounds and Easy Lines; etc.
- b) A Round Dance Party, Line Dance Party, or Callers' Showcase may also be held prior to the official start time of the dance.
- c) The type of dance program needs to be determined prior to the selection of a dance location since the dance program dictates the size and nature of the venue needed to hold the dance, i.e., how many dance halls are required.

A20.4. Dance Leaders

- a) The selection of Dance Leaders has the greatest single impact on the success of the dance. Hiring experienced, popular Dance Leaders generally results in increased attendance.
- b) Dance Leaders need to be confirmed as far in advance as possible, as many Leaders take bookings as far as 3 years in advance.
- c) Frosty Fling requires Callers to be calling for an EOSARDA Basic Club and Round Dance Cuers to be familiar with the Rounds taught in the EOSARDA area.
- d) Leaders for other dances are at the discretion of the Organizing Committee.
- e) The format of the dance dictates the number of Dance Leaders required for the dance. Multiple dance halls for a Mixed-Program dance require more Leaders than a Single Program dance.
- f) When considering a Leader:
- Ensure the Leader is experienced at the program for which they are expected to call or cue.
 - Has the Leader been on staff at another similar dance event and met with great success?
 - If possible, visit a Club or attend a dance where that Leader is performing to determine: Are the dancers enjoying themselves? Is the Leader using a good variety of music? Is he/she confident, enthusiastic, and fun to dance to?
- g) Once the Organizing Committee has made a decision, contact the Dance Leader to determine his/her availability and to negotiate a mutually-agreed-upon fee¹.
- h) Two copies of a signed contract should be obtained, one copy for each party. A sample contract is provided in APPENDIX 1; details may vary from event to event.
- i) Contracts with out-of-town Leaders should always include a cancellation clause. For example: *<<Either party may cancel up to 90 days prior without incurring any financial obligation. Within 90 days, if EOSARDA cancels, the Leader is guaranteed ½ of the agreed-upon fee; within 90 days if the Leader cancels, he/she forfeits any fee and will do his/her best to secure a substitute Leader to call/cue for the contracted fee. In cases of force majeure or Acts of God, this contract will be deemed cancelled, with no financial obligation to the organizing body.>>*
- j) Copies of the contracts should be given to the EOSARDA Treasurer so payment can be prepared. Payment is made to the Leaders at the dance.
- k) When area Leaders are contracted to do a dance, they should be asked to provide their own equipment for use. EOSARDA equipment should be available for back up. EOSARDA equipment will generally be used for out-of-town Leaders.
- l) EOSARDA's hearing assist equipment should be set up for use at all open dances.

¹ A fee schedule for EOSARDA Dance Leaders hired for EOSARDA dances has been approved by the Board. The remuneration paid to outside Dance Leaders is subject to Board approval.

A20.5. Venue

- a) The final decision on the Program (#20.3, above) determines the venue to be selected.
- b) Ideally, the selection of a venue should be completed about a year ahead of the dance. As that is not always possible, it should at least be done as far in advance of the dance as possible.
- c) Review venues that have been used in the past and are acceptable. The member of the Dance Committee who is responsible for entering into contract with the venue can help with this.
- d) If a new venue is being considered, a site visit to determine its suitability should be arranged as early as possible. The Dance Coordinator and at least one other Committee member should go. A member of the Ottawa Area Callers' Association (OACA) should be invited, as well, to help with the determining appropriate flooring and acoustics.
- e) Other things to consider:
 - Availability
 - Cost
 - Adequate space for cloakroom (or tables for coats), registration area, refreshment area
 - Adequate number of tables and chairs for use
 - Easy road access and plenty of parking.
 - Is there space for vendors? If so, the Organizing may consider inviting vendors of its choice to participate in the event.
- f) The Dance Coordinator needs to make contact with the venue's responsible staff member and the Custodian to discuss such details as: access to the venue; time of access; opening and closing of any room dividers; availability and set up of tables and chairs; location of and access to power outlets and circuit breakers.
- g) It is essential that the Dance Coordinator have the name and phone number of an off-site person to contact should there be any difficulty in accessing the venue or during the event. A way to contact the on-site custodian is also necessary.

A20.6. Budget

- a) At the earliest possible opportunity, the Organizing Committee should prepare a Provisional Budget and present it to the EOSARDA Board for approval. (c.f. Introduction, Para.2)
- b) The Organizing Committee may set the admission price for the dance. This will be done by taking into account the estimated costs of the event and the expected revenue (determined by the number of dancers projected to attend). The admission price should be in line with other dances of similar arrangement. The aim is to avoid a loss and, perhaps, to even make a small profit.
- c) The Provisional Budget is to be updated as costs and revenues are finalized.
- d) Once the event is over, a written financial report is to be presented to the Dance Committee. The Dance Committee Chair will report the results to the Board and provide a copy to the Treasurer for his records.

A20.7. Advertising and Ticket Sales

Advertising

- a) Advertising the dance should begin as soon as Board approval to hold the dance has been received by having the dance by posting an entry in the Calendar of Events on the EOSARDA website (See Chapter 15, "Posting Information on EOSARDA's Website").
- b) A flyer should be prepared at the same time, even if only to say "Save the Date" and the name of the dance. A flyer with full information can follow when all the details have been finalized.
- c) If the dance is a winter dance, it should include the following comment: *If there is a severe winter storm, check website www.eodance.ca to see if the dance has been cancelled. An EOSARDA Bulletin will also*

be sent out as soon as possible after the decision is made. (See Chapter 25, “EOSARDA Bulletins”, section 25.3)

- d) A copy of the flyer is to be submitted for inclusion in Square Time well ahead of the event (September/October issue for a February dance; November/December issue for an April dance; etc.)
- e) The flyer should also be sent to the webmaster to be attached to the notice of the dance on the Dance Calendar. Copies should also be sent to the Ontario Federation and Canadian Society for inclusion on their websites.
- f) The dance should be further publicized by use of EOSARDA’s Bulletin system.
- g) Where possible, club visits to promote the dance should be carried out by the Organizing Committee members and members of the EOSARDA Board of Directors.
- h) If it is decided to do these visits, the Organizing Committee should develop a schedule of visits. A list of members Clubs is available on the EOSARDA website. Visitors should contact the President or Caller/Cuer of the club a couple weeks before the intended visit to ensure that the date is acceptable.
- i) Ribbons and flyers should be left with the Clubs visited or mailed to Clubs which are not visited.
- j) The nature of the dance may make it newsworthy. If this is the case, and if media coverage is desired, the Organizing Committee should work with the Chair of EOSARDA’s Publicity Committee to develop and implement a Media Communications Strategy.

Ticket Sales

- k) It is the Organizing Committee’s responsibility to decide whether ribbons or tickets will be used for the dance. Ribbons provide more publicity than tickets since they can be displayed on club badges, but they cost more to produce and have to be designed and ordered several months in advance. Ribbons for EOSARDA dances can be purchased from KBR Screenprint & Embroidery in Carleton Place or SGA Signs in Bells Corners (see Contact List, APPENDIX 2). Tickets, on the other hand, may be produced on home computers or ordered from local printers.
- l) Ribbons and/or tickets should be numbered to facilitate financial control.
- m) The Organizing Committee also has to decide whether or not there will be advance ticket sales. The benefit of advance sales is that they provide publicity for the event and may provide some indication of anticipated attendance. The disadvantage is that there is cost and effort involved in organizing advanced sales.
- n) Where advanced sales are to be used, the Organizing Committee may decide to set one price for advanced sales and one slightly higher price for sales at the door.
- o) If advanced sales are to be used, the Organizing Committee must ensure that ribbons or tickets are distributed to all Member Clubs well in advance of the dance. Copies of the flyer should be sent with the ribbons. A record of all ribbons/tickets sent or given to the clubs must be maintained. This should include a record of the numbers assigned, sold, and returned. A member of the Organizing Committee should be assigned responsibility for this function including supervising ribbon returns at the dance. (APPENDICES 3 and 4 contain sample letters and forms which can be adapted to a particular dance).
- p) **Suggestion:** Focus on selling tickets after the closest previous dance is over to prevent bombarding dancers with buying too many tickets.

A20.8. Refreshments

- a) Being an important aspect of the dance, the cost of providing refreshments must be included in the dance budget submission.
- b) Refreshments are an excellent opportunity for dancers to mingle and get to know each other off the dance floor. These can be as simple as cookies or as elaborate as a full lunch. The Organizing Committee decides what the refreshments will be.

- c) Cookies may be set out at a specific time or left out for the entire dance. The latter arrangement prevents dancers from leaving the dance floor “en masse” and leaving the leader with an empty dance hall.
- d) Due to increasing sensitivities, EOSARDA will do its best to provide nut-free products at its dances. People providing special food items should label them for the dancers’ information, i.e., “Gluten Free”, “Dairy Free”, etc. Still, dancers should be advised to “eat at their own risk.”
- e) An EOSARDA Board Member (see Contact List, APPENDIX 2) stores the refreshment equipment (coffee makers, hot water containers for tea, water jugs), durable supplies (coffee, tea, sugar packets, stir sticks, cups, serviettes, etc.), and hand sanitizer supplies. The Board Member will provide the Organizing Committee with a list of supplies that they are currently storing and will provide advice on what should be purchased to augment the supplies. It is the responsibility of the Organizing Committee to make the necessary purchases, along with fresh supplies, such as milk, cream, and ice. When available, the Board Member will assist with the refreshment set up. However, it is the Organizing Committee’s responsibility to assign a committee member to oversee the refreshment area. At the end of the dance, the Board Member will take back the equipment and durable supplies for storage, or the Organizing Committee will arrange for the supplies to be returned to the Board Member, if necessary.
- f) The Organizing Committee is responsible for arranging delivery of the desired food to the dance.

A20.9. Club Support

- a) To ensure the smooth running of the dance, it is important to have volunteers to help with registration, sign in, ticket sales, and share-the-wealth tables, as well as to assist in hall set up. Volunteers will also be asked to assist with the organization and set up of the refreshment area.
- b) At one time, each EOSARDA-sponsored dance was assigned one or more support clubs to assist. This is still the preferred way of recruiting the necessary volunteers. In recent years, however, it has become increasingly difficult to find clubs willing to help in this way, although a direct appeal to a club president may be successful. If it is not possible to recruit a club to provide this help, committee members must recruit individuals to undertake these tasks. Normally, EOSARDA Board Members will help out, but it is important to get help elsewhere as well.
- c) No matter how volunteers are recruited, it is important to set up a clear list of duties and a schedule of when the volunteers are required. APPENDIX 5 has a sample schedule for volunteers which can be adapted as required depending on dance details. Areas where help is required include the following:
 - Dance hall setup, take down, decorating and directional signage.
 - Staffing ticket sales, sign in, and share-the-wealth sales desks.
 - Assisting with refreshment set up.
- d) Where possible the Organizing Committee should arrange for students to help with set-up tasks. The students may be family members of dancers or may come from the school where the dance is being held. This may assist students to meet provincial requirements for volunteer hours. No payment is required, but an honorarium would be appreciated.

A20.10. Advance Checklists and Day of Dance

- a) APPENDIX 6 is a copy of a checklist that can be used for any EOSARDA dance. The Dance Coordinator is responsible for confirming that all arrangements have been made for the items listed on the form.
- b) The day of the dance:
 - Organizing committee members should be the first to arrive at the venue in order to coordinate setup.
 - Volunteer helpers should arrive shortly after.
 - Dance Coordinator needs to be “in charge” and should not have any assigned duties.

- c) Announcements (if any) should be kept short. Dancers come to dance, not to listen to speeches.
- d) Ceremonies (if any) should not exceed 15 minutes if at all possible or be divided among several shorter breaks.

A21. Dance Cancellation – Contingency Procedures

- a) There may be times when it is necessary to cancel an EOSARDA dance for reasons outside the control of EOSARDA. The most likely reason is a major storm on the day of a winter dance. In order to deal with such a situation, the Dance Coordinator should take the following steps:
 - First of all, if a winter dance is planned, the following sentence should be included on the dance flyer: *“If there is a severe winter storm, check the eodance.ca website to see if the dance has been cancelled. An EOSARDA Bulletin will also be sent out as soon as the decision is made.”*
 - If the weather forecast is for severe weather, consult with the Chair of the Dance Committee and the EOSARDA President to determine the course of action. The final decision rests with the EOSARDA President.
 - If the decision is to cancel the dance, contact the contracted Dance Leaders to advise them of the situation. Then contact the Webmaster and ask that a cancellation notice be posted on Home Page of the web site.
 - Arrange for an EOSARDA Bulletin to be issued. These should be sent to all clubs with a request that the information be passed on to all club members.
 - Contact all members of the Dance Committee and any other volunteers who are helping with the dance.
 - Contact the off-site person (c.f. 20.5 g) to inform them of the cancellation.
 - Arrange to have a notice posted on the school door.
- b) In the case of a different kind of emergency, try and inform as many dancers as possible using the above as a guide.

A22. Debriefing, post-dance reviews, reports, and records

- a) Once the dance is over, it is time for the Organizing Committee to review all the positive and negative aspects of the dance. As part of the process, the Organizing Committee should:
 - Retrieve outstanding ribbon/ticket returns from the clubs.
 - Ensure that all cash is accounted for and reconciled to ribbons/tickets sold, and unused ribbons/tickets accounted for.
 - Ensure that all expenses have been paid.
 - Send thank-you notes to Dance Leaders.
 - Ensure that complete notes and records of such details as attendance, amount of food, facility, number of volunteers have been kept.
 - Review all segments of the dance – both positive and negative. What changes need to be made the next time?
 - Complete a final report for the Dance Committee Chair to present to the EOSARDA Board and Council of Dancers.

Part B – EOSARDA Co-Sponsored Dances

B20.1. Definitions

- a) A Co-sponsored Dance is a Regional Dance that, by mutual agreement, is jointly sponsored by EOSARDA and one or more Member Clubs or by EOSARDA and a subordinate organization, such as the Seaway Valley Square and Round Dance Association (the host organization).
- b) A Regional Dance is a dance intended to attract 100 – 120 dancers. It will usually feature multiple dance programs and may offer more than one type of dancing, i.e., square dancing, round dancing, line dancing.
- c) A co-sponsored dance will usually have a well-defined theme.

B20.2. Financial Risk

- a) EOSARDA assures that there is no financial risk to the applying co-sponsor.
- b) At the time that approval to hold a Co-sponsored Dance is given by the Board, the Board and the host organization will agree in writing that:
 - in the event that the event realizes a profit, said profit will be divided evenly between EOSARDA and the host organization.
 - in the event that the event incurs a loss, EOSARDA will assume full responsibility for paying for the loss from Association funds.

B20.3. Requesting a Co-sponsored Dance

- a) To qualify for consideration as a co-sponsored dance, the proposed event must be supported by an application prepared by the host organization. (See APPENDIX 7)
- b) The application must be submitted in writing to the Chair of the EOSARDA Dance Committee (see Contacts, APPENDIX 2). The Dance Committee will review the proposal and recommend a course of action to the Board.
- c) A lead time of six months or more is generally required although lesser lead times may be considered under special circumstances.
- d) Among other things, the application must:
 - identify a representative of the host organization who will be responsible for liaising with the Board's designated representative on all matters related to the event.
 - identify the selected date and time for the event (see Chapter 26 Scheduling Conflicts).
 - identify the selected theme for the dance.
 - recommend a dance hall that would hold 100 to 120 dancers (with estimated rental cost); the Board will assist with booking the facility, if requested.
 - identify the selected dance format (the types of dancing to be included in the dance program).
 - identify the selected Dance Leaders (Callers, Cuers, etc.).
 - identify the refreshments to be provided.
 - include the details of how the host organization sees the division of duties will be divided between themselves and EOSARDA.
 - include a budget for the dance with a detailed breakdown of estimated costs and revenues demonstrating that the dance has a reasonable prospect of at least breaking even.

B20.4. EOSARDA's Responsibility

- a) Where the Board approves a request, the Board will:
- advise the host organization of this approval in writing.
 - designate a member of the Board who will be responsible for liaising with the host organization's designated representative on all matters related to the event.
 - authorize the Association's Treasurer, on written request by the host organization, to advance such funds as may be necessary for organizing the event, including, but not limited to, costs for advertising, hall rental, and the procurement of agreed refreshments. The amount of such advances is to be recovered from dance revenues.
 - While the Board has limited human resources available to it, it will endeavour to provide the host organization with as much assistance as possible in the lead up to and during the event.

B20.5. Accounting Responsibility

- a) At the time that the request for a Co-sponsored Dance is approved by the Board, the Board and the host organization will jointly designate a Treasurer for the event.
- b) The designated Treasurer will ensure that all accounts related to the event are promptly paid and will provide EOSARDA and the host organization with a complete financial report on the event within 30 days of the event being held.

SAMPLE DANCE LEADER CONTRACT

Dance Event: _____

Date and Time: _____

Program: e.g., "Basic and Mainstream with Rounds"

Name of Leader: _____

Address: _____

Phone / Email: _____

Dance Location: <insert venue name>
<insert venue address>

Leader Responsibility: To call/cue as follows:

_____ <list times the Leader is expected to perform>

Equipment: Leaders will provide their own equipment and music

_____ <or: EOSARDA will provide equipment; Leader is to provide his/her own music

_____ and microphone>

Fee (paid at the event): \$----- (fee is inclusive of travel, meal, and accommodation expenses)

Cancellation Clause: <if required>

EOSARDA Contact: <insert Organizing Committee Chair name>

_____ <insert mailing address>

_____ <insert phone number and email address>

Certification: By signing below, the Leader certifies that he/she is observing all legal requirements regarding music copyright.

Cancellation Clause (if required): _____

Signature of Leader

Signature for EOSARDA

Dated: _____

Dated: _____

Contact List

EOSARDA

EOSARDA President	Dave Western	613-838-5428 dlwestern@yahoo.com
EOSARDA Treasurer	Bob Pitruniak	613-448-3388 krpitruniak@yahoo.com
EOSARDA Bulletins	Arlo Speer	613-863-2756 bulletins@eodance.ca
Dance Committee Chair	Wendy VanderMeulen	613-282-0575 WendyGVanderMeulen@gmail.com
Refreshment Supplies	Gavin Currie	613-739-9395 gavin.currie@sympatico.ca
Web Master	Bob Summers	613-258-7511 webmaster@eodance.ca

OTHER

Ribbons Supplier	KBR Screenprint & Embroidery 10511 Highway 7, Unit 3 Carleton Place, ON K7C0C4	613-257-3332 info@kbrscreenprint.com www.kbrscreenprint.com
	SGA Signs 18 Northside Rd. Ottawa, ON K2H 5Z3	613-820-5888 info@sgasigns.com
Dancewear Provider	TaggerWear Inc. 19 Grenfell Cr. Nepean, ON K2G 0G3	613-727-9883 taggerwear@gmail.com

**Ribbon/Ticket Accounting
SAMPLE LETTER TO CLUBS**

Hello Dancers,

EOSARDA invites every EOSARDA Club to assist in the sale of ribbons for *<insert dance name here>*.

Club Name: _____

Enclosed are _____ ribbons for advance sale*.

*In the event that you should run out of ribbons, collect the money from those dancers who wish tickets, keep a list of those dancers, and submit the list to the Dance Coordinator by email not later than the evening before the dance. They will be given their ribbon when they sign in at the dance.

Ribbons are *<insert price here>*.

At the door, the cost will be *<insert price here>*

- Date: *<insert date here>*
- Location: *<insert venue name and address here>*
- Time: see flyer
- Dance Program: see flyer

Please complete the form below and return it to the dance with a cheque (made out to “EOSARDA”) or cash, along with any unsold ribbons. Additional information and/or ribbons may be obtained by contacting the Dance Coordinator; *<insert names, phone, and email here>*

TICKET SUMMARY RECORD

Club Name _____

Number of ribbons sold _____ @ \$*<xx.xx>* = \$ _____

Cash _____ or cheque for \$ _____ is enclosed.

Signed _____ Date _____

SAMPLE TICKET DISTRIBUTION TRACKING FORM

SQUARE DANCE CLUBS	CONTACT	# tkts sent	#tkts rt'd
Bay Waves			
Charmin' Promenaders			
Crazy A's			
Glengarry Tartans			
Grenville Gremlins			
Harbour Lites			
Kanata Squares			
Limestone Dancers			
Lockits			
Meri Squares			
Mississippi Squares			
Napanee Pioneers			
Opeongo Squares			
Ottawa Date Squares			
Quinte Twirlers			
Skirts 'n' Flirts			
Sunshine Squares			
Swinging B's			
Swinging Saints			
Swinging Swallows			
Village Squares			
ROUND DANCE CLUBS			
Capital Carousels			
Limestone Dancers			
Stepping Out Rounds			
LINE DANCE CLUBS			
Got Lines			
	Total Distributed		
	Total Returned		

Volunteers Required for EOSARDA Dances
Sample 7:00 – 10:00 PM Dance
<insert dance name>
<insert date and location>

6:00 – 6:30 PM - Door Sales & Registration: (2 persons per desk)

Desk #1 _____

Desk #2 _____

- Share the Wealth: (2 persons per desk)

Desk #1 _____

6:30 – 7:00 PM - Door Sales & Registration: (2 persons per desk)

Desk #1 _____

Desk #2 _____

- Share the Wealth: (2 persons per desk)

Desk #1 _____

7:00 – 7:30 PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

Desk #2 _____

7:30 – 8:00 PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

8:00 – 8:30 PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

8:30 – 9:00 PM - Registration & Share the Wealth: (2 persons per desk)

Desk #1 _____

Volunteers Required for EOSARDA Dances

Sample 7:00 – 10:00 PM Dance

<insert dance name>

<insert date and location>

6:00 – 7:00 PM

- Set up Tables and Chairs (6 people)
(This will not be required if students have been enlisted to help)

- Put up directional signs (2 people)

- Assist with refreshments (2 people)

- Decorations (if applicable) (2 people)

Dancers with ribbons

Ask the dancer to sign in.

Dancers who have purchased ribbons in advance

Check the list, tick the name off, and give the dancer his/her ribbon.

Ask the dancer to sign in.

Dancers without ribbons

Ribbons can be sold on-site at the pre-determined price.

Collect the appropriate amount from the dancers and give the dancer his/her ribbon.

Ask the dancer to sign in.

NOTE

The following are allowed free entry to EOSARDA dances:

- Dance leaders working the dance and their partners
- Dancers with vouchers (e.g., Basic dancers at Frosty Fling)
- Non-dancing volunteers
- Invited guests

Anyone who is not paying should sign in on a separate sign-in sheet prepared specifically for them.

Dance Checklist

Supplies and Equipment	Check if ready	Taken to dance
First Aid kit		
<i>These items are usually provided by the EOSARDA Treasurer:</i>		
Registration sign-in sheets for dancers		
Registration sign-in sheets for any complimentary attendees		
Registration sign-in sheets for Dance Leaders, and Partners		
Ribbon return sheets		
Extra ribbons for door sales		
Share-the-Wealth tickets		
Float for Share-the-Wealth		
Float for Registration		
Envelopes for cheques for Dance Leaders		
Envelopes for Share-the-Wealth prizes		
<i>Check with the EOSARDA Refreshment Contact that these EOSARDA-stored supplies are available:</i>		
Refreshment supplies: coffee urns, tea pots, water jugs, sugar, stir sticks, milk containers, cups, mints		
Signs for posting: registration, Share-the-Wealth, door prizes, brochures, cloak room, refreshments, dance halls		
Dance Leader name signs		
<i>The Organizing Committee should have these ready in advance:</i>		
Copies of dance program to put on Dance Leaders' tables		
Opening remarks		
Closing remarks		
Decorations (if using)		
Registration desk supplies: Pens, tape, stapler, scissors		
Back up music equipment		
<i>Day of Dance purchases:</i>		
Milk		
Ice		
Bottle water for Dance Leaders' tables		
Cookies (or whatever is need for the chosen refreshments)		

Co-Sponsored-Dance Application

EOSARDA is actively searching for EOSARDA-member clubs with which to co-sponsor open dances. As a regional event, the dance must have a reasonable chance of at least breaking even. It should include multiple levels of square, round, and/or line dancing and have the potential to attract 100 - 120 dancers.

Any Club may submit an application (see following 3 pages) to the EOSARDA Board of Directors (“The Board”) for consideration. Please return the completed and signed form (see page 4) to The Board, c/o David Western at dlwestern@yahoo.com.

Upon acceptance of the application, Co-sponsors agree as follows:

The Club agrees:

- to assign an Organizing Committee to plan, organize, and run the dance in a manner consistent with the written application accepted by The Board.
- to contract for a suitable venue.
- to contract for Dance leaders for the dance, as per the Club’s written application.
- to manage the finances of the dance (expenses and revenues) in a reasonable and responsible manner.
- to provide EOSARDA with a timely written report on the results of the dance.
- to share any profit from the dance with EOSARDA on a 50/50 basis.

The Board agrees:

- to provide, at the Club’s request, reasonable support, promotion, and assistance leading up to and at the dance.
- to underwrite any potential loss that the dance may incur.
- on request by the Club, to advance funds to cover reasonable costs incurred in advance of the dance.

Please initial in the space provided.

Club: _____

EOSARDA: _____

Co-Sponsored-Dance Application

Host Organization	
Designated Representative: Name	
Phone	
Email	
Dance Name	
Dance Theme	
Proposed Date	
Proposed Time	
Venue	
Admission Fee	
Dance Leader(s) – Squares	
Dance Leader(s) – Rounds	
Dance Leader(s) – Lines	
Proposed Refreshments – Please describe type of refreshments and whether they are catered or club-provided.	
Number of Dancers Required to break even	
Number of Halls planned for use	
Number of dancers each hall can accommodate	
Proposed Dance Program – Please describe the dance programs to be offered in each hall (Basic, Mainstream, Easy Rounds, etc...)	

Any other information you would like to have considered:

Please initial in the space provided.

Club: _____

EOSARDA: _____

Co-Sponsored-Dance Application

Proposed Budget (Please list ALL expected Revenue and Expense items)

Revenue		Expense	
<i>Item</i>	<i>Amount</i>	<i>Item</i>	<i>Amount</i>
Admission Fees		Hall Rental	
		Dance Leader Fees	
		Refreshments	
		Decorations	
Subtotal		Subtotal	
		TOTAL	

If a revenue or expense does not apply, enter \$0 in the amount column.

If you have revenue or expense items not listed above (e.g., Share the Wealth, Raffle, Silent Auction, etc.), enter it on a blank line and fill in the amount.

Please initial in the space provided.

Club: _____

EOSARDA: _____

Co-Sponsored-Dance Application

Please indicate your acceptance of this completed application with a host organization-authorized signature in the space provided below. When the application has been accepted by The Board, EOSARDA will counter-sign and return this form as indication of acceptance.

Club Name	EOSARDA
Authorized signature	Authorized signature
Name of Authorized person (Please Print)	Name of Authorized person (Please Print)

Please return this completed and signed application to The Board via the EOSARDA Dance Committee, c/o David Western at dlwestern@yahoo.com.