

SUGGESTED Plan FOR Your Graduation Ball

3rd Sunday in May 2:00-4:30 PM

Purpose

To honor and congratulate the new square and round dancers and acquaint them with different callers and cuers

Association Responsibility

Arrange for callers and cuers

Club Responsibilities

Provide the hall (Number of people expected – 5-8 squares)

Make and distribute flyers – Distribute at January meeting of SVS&RDA(10 per club)

Make arrangements (if desired) to go to a restaurant for a meal after the dance

Set up hall & table for sound equipment

Provide space (table) for fliers

Hang minimal decorations – Silhouettes, graduation theme, balloons, other

Assignments

Refreshment chairman

Sign-in person (Sign-in sheet to show who is a new dancer)

Admission cost - \$4 -5.00 each suggested (Provide sign, change, money box)

Restaurant reservation person (Provide sign-up sheet, sign, maps)

Call restaurant part way through the dance to report number of people who will attend

Greeters

50-50 person (Provide tickets, money box, sign, ticket container)

Door prize person [Provide 6 or more prizes (Solicit items from club members or buy), sign, ticket container, tickets – different color than 50-50. Suggest door prize tickets to be given to non-club members. All new dancers could also be given a free dance pass.]

Introduction remarks and closing remarks person

Provide refreshments (Chips, pretzels, cookies, candy, nuts, punch, coffee, water, etc.)

Clean hall after dance.

Association Responsibilities -time line

January – Secure callers and cuers

Club Responsibilities- time line

May (year before)

Schedule hall

List on next year's schedule in SVS&RDA book

List on club schedule

Before January

Acquire door prizes

Acquire/make decorations

Make flyers

January

Distribute flyers at January meeting of SVS&RDA (10 per club)

Ensure that association is providing callers and cuers

March-April

Assign jobs

Refreshment chairman

Sign-in person, 50/50 person, Door prize person

Restaurant reservation person

Greeters

Make

Signs for Admission cost, Restaurant reservation, 50/50, Door prize

Sign-in sheet

Restaurant sign-up sheet

Acquire

Tickets – door prize

Tickets – 50/50

Early April

E-Mail clubs as a reminder

Reserve restaurant

At the Dance

Introductory remarks

Introduce callers and cuers

50/50

Door prizes

Announce restaurant sign-up sheet

Closing remarks