

GENERAL GUIDELINES FOR WORKSHOP CHAIRMAN

Select date for weekend - suggest possibly 3

Contact leader for date and his fee, etc. (club pays expenses)  
Report to council

Contact Vera Pacey at City immediately to secure place

Suggest cards be sent to other clubs announcing date.

Contact caterer about meal and date (if meal is to be catered). Contact cooks or food chairman if meal is to be cooked. Cost of meal is needed before flyer can be done.

Alert publicity chairman for publicity for weekend.

Get flyer (letter, invitation) ready. Allow time for printing if necessary. Council must approve price. Flyer should be mailed at least 6 weeks in advance of weekend. Be sure & ask for meal reservations to have money enclosed.

Contact artist about art work - syllabus cover, name tags

Security for parking lot - check with Sam Ballinger.

Appoint committees:

Syllabus: Covers design  
Dance directions  
Typist  
collation

Name Tags: Design  
Print  
Cut  
Attach pins

Hospitality: Find housing  
Take care of guest leader

Decorations: for walls and tables

Sound equipment: Set up and take down

Snacks: Whatever plus drinks  
Sat. aft., eve. Sun. aft.

Kitchen: Get butter, milk, tea, creamer, etc.  
Oversee any food prepared by club  
Get supplies: gargabe bags, detergent, toilet paper

General clean up

Request Time: Sat. & Sun.  
Sheets for request dances and dances taught

Check equipment with center including gym temperature

Mailing: Envelopes: bought  
Addressed  
stuffed with flyers  
Buy stamps  
Mail 6 weeks ahead.

Flyers: Design  
Written  
Price: Council approval  
should state "price per person"  
Mail 6 weeks before  
Hand to members with member price

Registration: Receive advance registrations  
Check people in, etc.  
Give syllabus & names tags  
Need pens or pencils

Records:  
Bring all club records and PA  
to center - take back

Table & chairs: May need to be cleaned  
Set up and take  
Paper for tables & masking tape

Servers: Put on table

Parking lot: Someone to check or clean  
up broken glass

Nancy R. Hill  
French Canadian Weekend  
Annalise Ballinger

RECOMMENDATIONS TO COUNCIL

Plan workshops further in advance; for instance, up to two years in advance.

This allows one much more freedom in acquiring the desired leader. Six months advance notice is often too short as leaders are booked a year and more in advance. It may take as much as three months just to contact a certain leader, that is to write and receive an answer or to make telephone contact.

Suggest possibly the immediate past chairman as <sup>advisor</sup> ~~co-chairman~~ for the next workshop if that chairman feels the need of help.

Invite the workshop chairman to council meetings to report on workshop status and to receive approval where needed.

Suggest all <sup>paid</sup> publicity for workshops to come under the responsibility of the publicity chairman.