

GUIDELINES FOR GIVING A THURSDAY EVENING DANCE PROGRAM

A. Responsibilities

1. To lead the dance program by playing records and tapes of your own choosing and requests during the 8-9 and 9:30-10:50 (or earlier, if members have finished dancing) time periods.
2. To clean up after the program is over.

B. Selecting Dances

1. Choose dances of different types (line, couple, set, etc.) and of different degrees of difficulty so that all can participate.
2. Include dances taught recently at workshops, ethnic Sundays, and the 7-8 and 9-9:30 teaching periods.
3. Feel free to request assistance from the program committee or from other members.

C. Giving the Program

1. Announce the name of the dance and/or play a few measures before the start of the dance (especially if the dance is not well known).
2. After the music for the dance has started, check if the members are participating - if not, be ready to start the dance again.
3. The order of dances should be that which allows the maximum number in attendance to participate throughout the evening. If is suggested that mixers be scheduled when the attendance is largest (generally before 9 PM) and that two fast or vigorous dances not be scheduled in succession.
4. No dance is to be taught in the 8-9 and 9:30-10 time periods, but a quick walk-through is occasionally acceptable.
5. Be sure that the phonograph needle, the turntable speed, and the sound level are all properly set.
6. If you need assistance with the tape player, please contact a member of the tape committee or the program committee.
7. HANDLE ALL RECORDS AND EQUIPMENT WITH CARE.

D. Request Dances

1. If dances are on the request list, the maximum number of your own selections which should be played in succession before playing one of the requests is three (3). It is permissible, though, to play request dances more frequently.
2. Before 10 PM, the order for playing requests is your choice. After 10 PM, generally play requests in the order listed.
3. Monitor the request list to ensure that no one person monopolizes it.
4. Requests do not have to be played in order.

E. Closing Up

1. Sweep the floor and empty all trash containers into one of the large trash cans outside the kitchen door.
2. Place your list of dance selections in the red book, if it is available. Otherwise place the list in the record storage cabinet in the kitchen.
3. Help put the equipment away. Actual locking up will be done by someone who has been issued a set of keys.

April, 1984 (And still valid in 1987)

Program Committee Member's Responsibilities Regarding Ethnic Sundays and Thursday Evenings

The Program Committee member's responsibilities extend from the start of the Ethnic Sunday program through the last Thursday evening program before the next Ethnic Sunday.

Ethnic Sundays

1. Open the Pavilion and set up the phonograph system in time for request dancing at 2:30 unless another time and/or activity (i.e., teaching) has been previously selected and announced.
2. Schedule the teaching and play records for request dancing.
3. (Optional) Emphasize the theme for the Ethnic Sunday to the extent desired by arranging for special music, exhibits, poetry, etc.
4. Ensure that the tables are set up for the meal.
5. Allow for a prayer or a moment of silence just prior to the meal.
6. Determine the order for going to the serving tables.
7. Clean up and close up afterwards.

Thursdays

1. Schedule the 9-9:30 teaching.
2. Announce the names of the dances which will be taught from 9 - 9:30 on the next Thursday or provide that information to whomever is making the announcements so she or he can make the announcement.
3. List the dances taught on the appropriate sheets in the red book.
4. Close up in conjunction with the person who has the program.

The above activities do not actually have to be performed by the Program Committee member, but that member is responsible for seeing that they are done. For example, the Program Committee member does not have to stay until the end of the program on Thursday evenings for the locking up, but that member must be assured that someone with a set of keys on hand will be staying to help close up.

Suggested Duties of Program Committee (per 1987 committee)

- I. Update files as new records are obtained:
 - A. Records and record jackets are to be labeled, ie. record number and song titles are to be placed on the record jackets.
 - B. For listing by title in red book, grey book, ~~and cards~~:
 1. Name of dance
 2. Record number
 3. Nationality
 4. Type of dance
 5. Availability of instructions
 - C. For type of dance listing in red book and grey book:
 1. Name of dance
 - D. For nationality listing in red book and grey book:
 1. Name of dance
 - E. For record acquisition book:
 1. Record number
 2. Name of dance
 3. Company, company record number, and address of company
- II. Update computer printout once a year. Possible only if a member has access to a computer.
- III. Clean records once a year.
- IV. Responsible for updating red program book. This book is a record of dances taught and teacher for Thursday nights and Ethnic Sundays.
- V. Responsible for keeping Dance Instructions books in order. These books contain the instructions of dances taught on Thursday nights, Ethnic Sundays, and workshops.
- VI. Responsible for making tapes of records that are no longer available for archival files. Tapes should be run through one time per year to prevent print through.
- VII. Provide Thursday night program chairpersons with a list of dances taught during the previous month.

VIII. Remind Thursday night program chairpersons of responsibilities two weeks ahead of scheduled program.

IX. Responsible for assigning the responsibilities for Ethnic Sunday Programs and the teaching sessions on Thursday nights from 9:00 - 9:30. These duties include the following responsibilities for Ethnic Sundays:

A. Providing teachers

B. Being sure all records are available

C. Have someone lead prayer or moment of silence

D. Provide information about Ethnic Sunday theme, if possible

E. Determine times of starting, ending, and eating

F. Acknowledge guests and special help

G. Announce which tables eat first

H. Dances:

1. Include a variety of levels and types. It is recommended that no more than ~~4-6~~³⁻⁴ dances be taught.

2. Allow ample time for request dancing.

X. Responsible for copying instructions of dances for members at cost.

XI. Responsible for obtaining request list and playing records at the New Year's Eve Party.

XII. Responsible for establishing list of Thursday night program chairpersons for the following year. Ask people to sign up for a program in October. Remember to include new members and soon to be members. First timers should be assigned an advisor to assist them.

XIII. Responsible for renewing record jackets as needed.

XIV. Providing material for display of names of dances for Thursday night programs.

XV. Responsible for request dancing at Tri-City.

XVI. Send Ethnic Sunday themes to interested friends of MVFD.

XVII. Responsible for ordering new records, including those used or sold at workshops.

XVIII. Responsible for making sure equipment and records are put away and locked up on Thursdays and Ethnic Sundays. Also for closing and locking up building.

Publicity
Committee

workshop
chairman
assist