

Miami Valley Folk Dancers
Program Committee
1998-1999

Party -
~~No teaching~~

- X ~~Jenette~~
- X Peg Eltzroth 256-2174
- Janice Putterbaugh 253-9718
- X Tracey Rasmer 236-6216
- X Jim Rohal 433-0742
- X Tony Van Der Sluijs 253-3512

Miami Valley Folk Dancers
Program Committee Schedule
Ethnic Sundays/Thursday Teachers
1998-1999

March 8/March 12-April 9 (Tri-City Workshop)	Peg Eltzroth
April 12/April 16 - May 7 (Easter - no Ethnic Sunday)	Peg Eltzroth
May 10/May 14 - June 11 (Mother's Day)	Jeanette Watts
June 14/June 18 - July 9	Tracey Rasmer
July 12/July 16 - August 6	Tracey Rasmer
August 9/August 13 - September 10	Jim Rohal
September 13/September 17 - October 8	Janice Putterbaugh
October 11/October 15 - November 5	Janice Putterbaugh
November 8/November 12 - December 10	Jeanette Watts
December 13/December 17 - January 7	Tony Van Der Sluijs
January 10/January 14 - February 11 (Annual Meeting)	Jim Rohal
February 14/February 18 - March 11	Tony Van Der Sluijs

Responsibilities of MVFD Program Committee

- ◆ Schedule Ethnic Sundays from March through February, follow **Guidelines for Scheduling Ethnic Sundays**
- ◆ Plan and implement each Ethnic Sunday, follow **Guidelines for Ethnic Sundays and beyond**
- ◆ Keep Red Book up-to-date with dances being taught to the club, see **Guidelines for Ethnic Sundays and beyond, Program Committee Guidelines with respect to Workshops**
- ◆ Schedule members to plan and conduct the weekly Thursday evening dance sessions, follow **Guidelines for Scheduling Thursday Night Program Assignments**
- ◆ Educate and assist the members conducting weekly sessions, follow **Guidelines for Giving a Thursday Evening Dance Program, Guidelines for Thursday Night Program Reminders**
- ◆ Plan and conduct the New Year's Eve dance program, follow **Guidelines for New Year's Eve Program**
- ◆ Support integration of workshop dances into the club's repertoire, follow **Program Committee Guidelines with Respect to Workshops**
- ◆ Close up the pavilion every week, follow **Guidelines for Closing the Pavilion**
- ◆ Maintain and update
 - dance listings
 - instruction books
 - records
 - record jackets
 - tapes (coordinate with tape committee)
- ◆ Clean records once a year
- ◆ Procure music needed by the club
- ◆ The Program Committee is NOT responsible for the Beginners Class, contrary to the MVFD Method of Operations
- ◆ Educate next Program Committee

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General Program Committee Guidelines

- Copy Program Committee Responsibilities and all guidelines so each Program Committee member has a set.
- First meeting no later than mid-February
 - Allow 3 hours for this meeting (away from the club)
 - Review
 - ◆ Program Committee Responsibilities,
 - ◆ General Program Committee Guidelines
 - Lay out a schedule for Program Committee activities and responsibilities for the year (March through February) being aware of any special events that may preclude your plans (i.e. open house, workshops, special dances). See Sample Program Committee Schedule.
 - Plan the first 6 months of Ethnic Sundays, follow Guidelines for Scheduling Ethnic Sundays
 - Assign 6 months of responsibilities to Program Committee members for Ethnic Sundays, Program Reminders, and any other items.
 - Review
 - ◆ Guidelines for Ethnic Sundays and beyond,
 - ◆ Guidelines for Closing the Pavilion,
 - ◆ Guidelines for Thursday Night Program Reminders
 - Make sure each member is familiar with the Red Book and Guidelines for Giving a Thursday Evening Dance Program
 - Write down schedule information for club newsletter.
 - Send schedule information to other groups (see mailing list)
 - Schedule next meeting of Program Committee for April
 - Any other business.
- Second Program Committee meeting - April
 - Allow 1 hour for this meeting
 - Determine if there is any work to be done on
 - ◆ Instruction Books
 - ◆ Dance Listings
 - ◆ Red Book
 - ◆ Music Collections
 - ◆ Program Committee Guidelines
 - Are all Program Committee responsibilities being accomplished?
 - Do any changes in the schedule need to be made?
 - Any other business
 - Schedule next meeting for July

- Third Program Committee Meeting - July
 - Allow 1 hour for this meeting
 - Is work from last meeting completed?
 - Are all Program Committee responsibilities being accomplished?
 - Do any changes in schedule need to be made?
 - Plan last 6 months of Ethnic Sundays, follow **Guidelines for Scheduling Ethnic Sundays.**
 - Assign 6 months of responsibilities to Program Committee members for
 - ◆ Ethnic Sundays
 - ◆ Program Reminders
 - ◆ Program Sign-ups
 - ◆ New Year's Eve Program
 - Review
 - ◆ **Guidelines for Scheduling Thursday Night Program Assignments**
 - ◆ **Guidelines for New Year's Eve Program**
 - Any other business
 - Schedule next meeting for Sept./Oct.

- Fourth Program Committee meeting - Sept./Oct.
 - Is work from last meeting completed?
 - Are all Program Committee responsibilities being accomplished?
 - Do any changes in the schedule need to be made?
 - Is the Program Committee ready for the fall workshop?
 - Review **Program Committee Guidelines with respect to Workshops**
 - Assign and schedule Program Committee members to clean the records.

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Sample Program Committee Schedule

*Ethnic Sunday
open at 2
close = 6
(we can clean up
til 6:30)*

Date	Event	Responsible Person
	Any Misc. stuff	
Mar/Apr	Thursday night program reminders	
Mar	Ethnic Sunday - <i>Tri Sunday</i> Reviews on	
Apr	Ethnic Sunday - <i>Easter</i> Reviews on	<i>Peg</i>
May/Jun	Thursday night program reminders	
May	Ethnic Sunday - Reviews on <i>pen D</i>	<i>He</i>
May	Open House (not P.C. responsibility, but no review that night)	
Jun	Ethnic Sunday - Reviews on	<i>ra ey</i>
Jul/Aug	Thursday night program reminders	
Jul	Ethnic Sunday - Reviews on	<i>a</i>
Aug	Ethnic Sunday - Reviews on	<i>Jm</i>
Sep/Oct	Thursday night program reminders	

*Publicity =
Maureen Maloney
Dick Claire*

Sep	Ethnic Sunday - Reviews on	
Oct 1	Begin sign-ups for next year's Thursday night programs	
Oct	Ethnic Sunday - Reviews on	Javice
Nov/Dec	Thursday night program reminders	
Nov 8 th	Ethnic Sunday - Reviews on	<u>Workshop?</u> I chair workshop #
Dec 1	Pass out next year's Thursday night program schedule	
Dec 1	Begin planning New Year's Eve program	
Dec	Ethnic Sunday - Reviews on	
Dec 31	New Year's Eve Party Program	
Jan	Record Cleaning	
Jan/Feb	Thursday night program reminders	
Jan	Ethnic Sunday - Annual Business Meeting Reviews on	n=1 v ag5
Feb	Ethnic Sunday - Reviews on	

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Guidelines Regarding Program Committee Keys

The Program Committee is assigned one (1) set of keys, consisting of :

- Pavilion Door key
- Equipment Cabinet key

The Program Committee only needs this one set of keys. Please do not make more copies, as the Miami Valley Dance Council discourages this.

The Equipment Cabinet key gives you access to three (3) additional keys:

- Kitchen Supplies Cabinet key
- Table Closet key
- Storage Closet key

These keys are on hooks inside the upper, front, right and left corners of the cabinet. After each use, please return these keys to the hooks in the Equipment Cabinet.

The best way to handle the Program Committee Keys is as follows:

- The Person responsible for the next Ethnic Sunday should acquire the keys at the end of the Thursday evening before the Ethnic Sunday. The Equipment Cabinet key is needed to lock the cabinet that night.
- The Person responsible for the Ethnic Sunday will keep the keys in his/her possession through the Thursday evening before the next Ethnic Sunday. At the end of this evening, after locking the equipment cabinet, the keys will be turned over to the Person responsible for the next Ethnic Sunday.

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Guidelines for Closing the Pavilion

Responsible Person:

Program Committee member who was responsible for the last Ethnic Sunday, regardless of what the event was, or who else may be in charge.

Note: Responsible person may designate someone else to close up by ASKING that person to stay and loaning he/she the key to the equipment cabinet. If the responsible person or designee fails to do the job, ultimately the program committee is responsible, and this reflects upon the program committee as a whole!

- Keys:**
- Must have a key to the Equipment Cabinet.
 - A key to the Pavillion is NOT required.
 - Keys to
 - kitchen supplies cabinet,
 - table closet, and
 - storage closet..... are kept in the Equipment Cabinet.

Sweeping: Make sure people in charge of program sweep the floor.
Brooms are in the men's restroom.

Trash: All trash cans (don't forget restrooms) must be emptied.
Trash bags are in men's restroom.
Dumpsters are across the road, on the NE corner of the Pavilion.

Windows: All windows must be shut and locked, drapes pulled.
If East side screens are in, blinds must be lowered.
Don't forget restroom windows.

Doors: All doors must be shut and checked that they are locked.
Kitchen door locks by turning the lock on the doorknob.

- Storage:**
- Table Closet (SE corner): store excess tables, close and lock.
 - Storage Closet (NE corner): instruction books stored, close and lock.
 - Kitchen Supplies Cabinet: all supplies stored, close and lock.
 - Equipment Cabinet: Put all equipment (record player, record cases, chalk, tapes, etc., BUT NOT BLACK CORD) in Equipment cabinet and lock.

- Lights and fans:**
- Turn off lights using the wall switches in the kitchen.
 - Do not flip switches in the switch box.
 - Additional light and electric switches on the east side of the hall, 2 on pole next to table closet (SE corner), 1 on poll at NE end.
 - Turn off ceiling fans at switches on west wall, 4 sets of switches (2 each set)
 - Turn off kitchen and outside lights at kitchen door as you leave.

Attic Fans and Heat:

- Top switches in kitchen, 3 positions: Fan, Off, Heat.
- Winter (under 35 degrees), set switches to Heat. (Down position)
- Summer, set switches to Fan. (UP position)
- Fall and Spring, set switches to OFF (Middle position)

Heaters: Set thermostats to 55 or 60.
One thermostat in each corner.

Winter: (under 35 degrees) Leave water running at all faucets (kitchen and restrooms) to prevent pipes from freezing.

Guidelines for Ethnic Sundays and beyond

Before the Ethnic Sunday:

- Plan teaching for Sunday
 - 4 - 6 six weeks in advance
 - 3 - 6 dances, depending on complexity
 - ask people to teach
- Put out flyer 1 month in advance
 - use form flyer
 - copy on colored paper, about 30 copies
 - include:
 - Date,
 - Nationality of Sunday,
 - dances to be taught (if known)
 - mail flyer to Columbus and Cincinnati clubs and other interested groups (see mailing list)
 - set out on counter on Thurs evenings and preceding Ethnic Sunday
- Announce upcoming Ethnic Sunday on several Thursdays preceding it, but after preceding Ethnic Sunday
- on Thursday before Ethnic Sunday, get keys for Pavilion (but remember, the keys are needed for closing that night !)

Note: You may ask a non-committee member to be in charge, i.e. plan dances to be taught & ask people to teach, but you will be responsible for everything else on this page !

On Sunday:

- Open Pavilion around 2:15 p.m., Unpack and Set up Equipment
- Begin request dancing at 2:30
- begin teaching at 3 p.m., requests in-between
- list dances taught and instructors, etc., on **pink *MVFD Ethnic Sunday Teaching*** sheets in Red book
- dinner at 5:30 p.m.
 - ask people to take their seats
 - ask for moment of silence or give blessing for food
 - assign order of tables to go get food
- after dinner, if interest, play requests - review dances taught
- pack up and close pavilion by 8 p.m.

Other and after Ethnic Sunday (i.e. Thursdays following Ethnic Sunday):

- schedule teaching of Ethnic Sunday dances for 9 - 9:30 sessions on Thurs. up to next Ethnic Sunday (3 - 5 sessions)
- list 9 - 9:30 teaching on **green *Advanced Teaching Session Schedule*** sheets in Red book
- ask beginners class instructor what was taught and record on **yellow *MVFD Beginners Class Instruction*** sheets in Red book
- close up Pavilion for next Thursdays up to next Ethnic Sunday, follow **Guidelines for Closing the Pavilion.**
- after responsibilities are finished, return keys to Program Committee Chair or person in charge of next Ethnic Sunday.

SOME ADDITIONAL GUIDELINES RELATING TO USE OF THE SOLOMON PAVILION

These comments supplement the sheet entitled "Guidelines for Closing the Pavilion"

Opening the pavilion

Some or all of the items in this section may be done by the person or persons opening the pavilion for the 7-8 teaching. The program committee member's responsibility is to ensure that these items have been done.

Unlock the west and south doors. Be sure to engage the hook on the inside of the righthand south door so that the door can be opened from the outside. Open doors and windows and raise awnings as appropriate. In warm weather, open the east doors.

Turn on lights as appropriate. The outside light at the west door should be on whenever the pavilion is used after dusk. The timer for this light is located inside at the west door. Turn the timer knob CCW to the "hold" position for continuous lighting.

The switch for the restroom lights is on the north wall in the kitchen and is marked "RR." Close the restroom doors for the dance session.

Thermostats are located on exterior walls and in cold weather they should be set on the low side to keep the building from overheating. During cold days the southeast heater, alone, has often been used to provide most, if not all, of the heat needed for dancing. During days requiring only a limited amount of heat, the southwest heater, alone, has often been used to provide heat.

Pull the record player table away from the wall slightly.

Closing the Pavilion

When trash containers are emptied, consolidate the trash into as few plastic bags as practical - one bag is the preferred number.

Shut off the attic fans and lower the awnings in the summer.

Set the outside light timers.

South door - this timer turns on a flood light and is used primarily when leaving the pavilion.

West door - this timer, which should have been set on "hold" for the program, should be turned CW for as many minutes as you want the outside light to stay on when leaving.

Ensure that each door is locked.

North door - be sure that it is fully closed.

East door - fasten the hook at the top of the right hand door.

South door - unfasten the hook used to keep the door unlocked during programs.

West door - after exiting, try the door knob.