

March 7, 2002

The Council
Miami Valley Folk Dancers

Dear Council Members,

Enclosed is a proposed program form for use on Thursday evening and the guidelines for filling in the program form. A record of the dances taught and the program for the evening is reduced to one page of information to replace the present system of three or four pages. The Red Book has become quite cumbersome and we believe that this program form will simplify the record keeping process. All program forms will be kept in a single notebook for easy access by all members.

In addition, the proposed use of the box for dances taught at the advanced class will insure that we don't continue to lose these dances. The present situation is that dances taught at the advanced class seldom get repeated during the 8:00 to 9:00 program, unless a special request is made to the member with the program. Members who have attended the advanced class seldom remember the dance or the name of the dance on the following Thursday. Putting the dance on the request board does not insure that the dance will be put on the program and when it does get put on the program, it is often after members who attended the advanced class, have gone home. (9:30 to close) Our proposal to have a dance taught in the advanced class repeated for the next three weeks, during the 8:00 to 9:00 program, will solve that problem.

We respectfully submit the program form and the guidelines for filling in the program form for your scrutiny and approval.

2002 Program Committee
Lorraine Fortner, Chair
Janifer Tsou
Sheila Lu
Beth Mast
Bill Vernon
Ray Gottschall

Guidelines for filling in the
Miami Valley Folk Dancers
Program Form

The Program Committee has scrutinized the *program form* and would like your help in trying it with us for the next six months. We believe that the *program form* will enhance our ability to better serve and enjoy folk dancing.

- A. The program committee person for the month will:
1. Fill in the spaces for dances "taught" at the **Beginners Class** and the **Advanced Class**.
 2. Enter the dance(s), "taught" in the **Advanced Class**, on each *program form* for the next three weeks.
- B. The member with the program has three options for filling in the *program form*:
1. Fill in the spaces as the evening progresses, without or with a list of your favorite dances on a separate sheet.
 2. Take home a blank *program form*, from the back of the program book, one week before your program and pencil in your favorite dances, leaving spaces for requests. Bring that *program form* with you on the night you have the program.
 3. Ask a program committee person to fill in the *program form* for you as the evening progresses.
- C. Leave the filled in *program form* in the Program Book.

Thank you for your cooperation,

2002 Program Committee:
Lorraine, Janifer, Sheila, Beth, Bill, Ray

