

DANCE HOST - Arrive at 630 pm - Bring COMBINATION (Apple Barn, 23-37-11)

BRING TO DANCE

- 1---At least 36 bottles of water. 12 packs are easier for people to carry AND easier to refill if water is left over
- 2---10 lbs of ice and \$40 extra in one dollar bills to trade out for \$20's, at entry table
- 3---Two large pizzas ---- usually about \$22 with a coupon
- 4---E-mail sheets, Volunteer sheets, Balance Sheet, HOST info, SET-UP info
- 5---List for reimbursements (pizza, ice, H2O, etc.) ---simple slip, rounded numbers
- 6---Volunteer signup sheets for next 2 months
- 7---List of Announcements -----do announcementsright before the break -----include volunteer names and date of the next dance. Recruit clean-up crew for tonight AND some new volunteers for coming dances.

DURING DANCE AND AFTER

- 1---Keep cash box safe---someone at the table, all times. Keep table open thru the break. After that you can put the box behind the sound table and go dance!!
- 2---Put \$\$ for band, caller, sound and Cash (\$30 ones) into envelopes, as soon as we have the \$\$ piling up.
- 3---Pay reimbursements and fill out Balance Sheet. Note # of H2O bottles left: _____
- 4---Pay band and caller and sound person after the dance ---give them the cash
- 5---\$30 in ones stays in the cash envelope and stays in metal box in our room --- if not enough cash or ones, put a note on the Balance sheet
- 6---Email sign up list to John / Balance Sheet, *VOLUNTEER LISTS*, and deposit \$\$ to Marilyn

TAKE HOME

- 2---Trash and recycling, if no one else can do it --- we have bags if needed
- 3--- Extra water, IF it will not fit into the closet