

Dance Club 76 Guidelines for Set-up Committee

In advance:

1. Contact your set-up committee members to:
 - Select a theme – notify the webmaster (dale.roberson@mchsi.com) to post on the DanceClub76.com website.
 - Procure any decorations or props.
 - Assign duties
2. Get the keys (there are two sets). Usually they will be with the previous set-up committee or the president.

Upon arrival

1. Open the hall at about 6:00 pm (one hour prior to the event)
2. Check the materials for the evening. They are in a white cupboard in the kitchen. The small key on the chain opens it.
 - If there are not enough plates, napkins, cups, utensils, coffee and ice for 75 people, get them – there's a Walgreens about 2 blocks west on Douglas.
 - Give the receipt to the treasure (Mary Budrevich) for reimbursement.
3. Start the coffee maker
 - Regular: 36 cups water, 3 cups of coffee
 - Decaf: 24 cups water, 2 cups of coffee
4. Set up the tables and chairs:
 - 7-8 round tables along east and south walls.
 - 1 long table for sign in
 - 2 long tables for serving
 - 1 table on stage for DJ
 - 6-8 chairs per round table
5. Decorating: as you wish.
6. Sign-in table: lay out the following
 - Registration book and pens
 - Name tags: permanent for members and stick-ons for guests
 - Money collection tin
 - Small table lamp
 - Sign-in book

7. Serving Table.....set out supplies
 - Plates, cups, napkins, forks/spoons, serving utensils
 - Ice (self-serve in the freezer)
 - Coffee (self-serve in the kitchen)

During the dance

1. Greet members and guests.
2. Sign in: A person from the set up committee should instruct members and guests to sign in.
 - Confirm that members have paid their dues – a paid membership list is available from Charlotte or Dale.
 - Collect gate charges from guest attendees (\$10/person)
 - * Guests may attend free ONE TIME when hosted by a member. A previous guest list is available from Charlotte or Dale.
3. At about 8:20 provide the president with a count of members and guests in attendance.
4. At about 9:30 give the money to the treasure (Mary Budrevich)

Clean Up

1. Fold and stack all tables and chairs
2. Sweep the floor with the large dust sweeper.
3. Wash the coffee pots, utensils, clean counters
4. Return all Club 76 supplies to cupboard – make a note of supplies needed for the next dance
5. Empty trash in dumpster (key on ring)
6. Turn out lights and lock front door.

After the dance

1. Give the keys and a list of needed supplies for the next dance to the next set-up committee chairperson or the president.