

DANCE MANAGER DUTIES
Lambertville Country Dancers
Venue: American Legion, Newtown, PA

Before the Dance

- One month (approximately) before the scheduled dance, contact the caller, the sound person (usually Hans), and the refreshment person (usually Carolyn). Get contact info from the folks who schedule the caller (Anne) and musicians (Janet) if they haven't contacted you, or ask another Board member. (Check that the caller has contact information for the musicians.) Make sure they have the date on their schedule, and find out if there's anything they need.
- Make sure that the rent check will be coming or will be mailed (Pat).
- Arrange to have the outside door key or be sure that someone with it will be there at 7 pm. David, Hans, and Pat have keys.

At the Dance

1. Arrive at 7:00 PM (or earlier, if needed by musicians or sound person) or ensure that the equipment committee can open by 7PM.
2. After opening the main door, unlock it by using the Allen (hex key) wrench hanging next to it. The push bar (panic bar) will remain pushed in when it is unlocked.
3. Turn on the foyer light with switch at top of stairwell.
5. Lights and switches;
 - a. Sconces (wall lights) are turned on by the dimmers at the wall closest to the entrance door. (see photo).
 - b. Stage lights are located in the stage area. House lights are located in the back room. They are labeled. Generally, we turn on the middle row of lights, leave the side rows off (with the sconces on full). The ceiling lights have dimmer slides next to the switches. These dimmers are hard to see and find at first (see photo)
 - c. Ceiling fans are turned on by a black dial located on the left top wall of the room to the left of the stage (where chairs and brooms are stored)
6. Put "Dance Tonight" signs outside. Place using judgment of traffic. (At the American Legion Hall, place one at the driveway entrance and one at the corner of Linden Ave. and Richboro Road
7. See if the band needs anything in their setup.

8. The tables are generally at the walls by the stops. Note where they were before moving them to desired locations. Replace at the end of the evening.
9. Chairs are found on a movable rack in the closet to the left as you look at the stage. Set up chairs at the sides of the hall, plus chairs for musicians and for the registration desk.
10. The thermostat on the wall directly ahead as you come in the door is the **ONLY** one that controls heat; it also controls half of the AC. The one on the stage is a second AC and needs to be used for AC to be effective on hot nights. Make adjustments, if needed, during the dance to compensate for dancers' body heat. Overhead fans are controlled from a switch in the chair closet.
11. The admissions table material is in an open white plastic box about the size of a portable file box. It is stored in our smallest storage container on the stage.
12. Find the flyers in the box and put on the appropriate table. The cash box is also there. \$100 in 5's and 10's will be brought to the dance by the treasurer for making change and when small bills are needed to pay the performers.
13. Put out the admission price sign and the e-mail signup sheet. Collect the admission fee at the door or designate someone else to do it. Issue vouchers to first-time attendees. These provide free admission to another LCD dance.
14. Remind the caller that you will be making announcements before the last dance prior to the break.

BEFORE THE LAST DANCE PRIOR TO THE BREAK

1. Make announcements of upcoming events. Include:
 - Introduce the band and the caller.
 - LCD's event for the following month
 - Any upcoming special events, such as February Fling.
 - The next GCD English dance (usually the next night)
 - The next PCD English dance (usually the following Saturday)
 - Other weekly events (GCD, contra @)PCD & Commodore Barry
 - Thank the sound person, the refreshment people and any others including those that will stay a few minutes to help with the clean up.
 - Allow others to make announce events not on our list.
2. Check that the refreshments are ready.

During the Break

Consider bringing in the 'dance tonight' signs.

After the Dance

1. Before the last dance of the evening, count the money, complete the dance report sheet (copy available separately as an excel sheet), and prepare the money to be paid to the performers when the dance concludes. As the sheet indicates, we currently calculate overhead at \$60 and the rent is \$120. Each performer gets \$25, unless special arrangements have been made or there is excess to be shared as per the dance report sheet.
2. Make sure that the performers have all been thanked
3. Pay the caller and musicians (and sound person, if there is an agreement to do so).
4. Put the cash box, admission sign and flyers back in the plastic box and take it to the stage to be stored.
5. Make sure the storage benches are locked.
6. Make sure the all the cash, checks and dance report sheet will get to the treasurer.
7. Set the thermostats to whatever the instructions taped to the wall indicate. Check the stage thermostat even if it has not been used.
8. Make sure everything is cleaned up and put away, with trash in the appropriate receptacles; tables moved back to original location and chairs on rack and in closet, floor swept and broom (stored in the chair closet) shaken outside.
9. Retrieve signs from outside.
10. Turn out all indoor lights, including foyer (outdoor lights remain on).
11. Ensure that the doors closest to the stage are locked and the passive leaf bolted top and bottom as well. Try doors from outside after locking to make sure. If any locking efforts fail, leave a message with Jean Van der Gast where the rent check went.
12. Lock the main door using the key (Allen wrench) hanging in the outer foyer by the entrance door to engage the mechanism in the push bar (panic bar). When locked, the push bar will be extended. (If you haven't used this sort of lock before, get someone who has, to show you. The Allen wrench must go in straight and engage the mechanism.)
13. Before closing for last time, make sure someone has the outside key.

14. Try the main door and the others, particularly door nearer stage, from outside after locking to make sure. If any locking efforts fail, leave a message with Jean Van der Gast. Jean Van der Gast, jfv55@yahoo.com , 215 946 1520

American Legion Hall Lights

