

**DANCE MANAGER DUTIES**  
**Lambertville Country Dancers**  
**Venue: American Legion, 41 Linden Av, Newtown, PA**

This document is meant as a reference and resource guide for those who have some experience with the hall. Please have a general idea of what is here so you can find the information you need when you need it.

### **Before the Dance**

- One month (approximately) before the scheduled dance, contact the caller, the sound person (usually Hans or Tim), and the refreshment person (usually Anne). 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. Everyone involved should know how to contact each other.
- 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. Hans, Tim and Pat and Anne have keys.
- The equipment is stored in the garage at 67 Richboro Rd, owned by Mr. Fran and Ms. Carol Bradley, 215-968-5228. Check the arrangements for who will transport what is needed and what time in case they need to have the door opened.

### **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 (the wall lights on either side of the hall) are turned on by the dial dimmers high up on the wall between the entrance door and the kitchen door (see photo at end of this document).
  - b. Stage lights are located in rear right of the stage. Starting from the rear wall the switch positions should be DOWN DOWN UP DOWN UP UP.

- Other arrangements of these lights do not help the musicians at all and only annoy the dancers. At the end of the clean-up, all should be down.
- c. House lights are located in the room at the back of the Hall in the opposite direction from the toilets. 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). They are not in a logical order since the middle light switch is not in between the right and left light switches. Turn all off at the end.
  - d. 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)
  - e. The light which illuminates the seal in the middle of the floor is typically off. Should it be on, the switch is in the chair closet.

6. If possible to do so safely, put the "Dance Tonight" signs outside. Ideally, place one at the driveway entrance and one at the corner of Linden Ave. and Richboro Road. Beware of traffic and use your judgement of conditions. You might consider driving to provide light and safety. This is an optional step.

7. See if the band needs anything in their setup.

8. The tables are generally at the walls by the stops (the circular rubber bumpers on the back wall and far side wall at table height). 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. Note the setting of the thermostats on the wall directly ahead as you come in the door so that you can reset them at the end. Often one will be on, but the sign indicates that it should be turned off when through. The AC is on the left and the heat is on the right, This is the ONLY one that controls heat. There is a second AC thermostat on the left wall of the rear stage area. For the AC to be effective on hot nights BOTH of the AC thermostats must be on. Make adjustments, if needed, during the dance to compensate for dancers' body heat. Overhead fans are controlled from a switch on the left wall of the chair closet as you open the door.

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 smaller of the storage containers in the Bradley's garage (67 Newtown Richboro Rd.).

12. Find the flyers in the box and put on the appropriate table. The cash box is also there, it should have \$100 in 5's. The Treasurer will bring additional change should it

become necessary or if small bills are needed to pay the performers. .Try to leave 20 5's for the next dance. If not, let the Treasurer know.

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 and are good for one year.

14. Note any dancers who want a lesson and let the caller know who they are. Remind the caller that you will be making announcements before the last dance prior to the break.

15: Unless a prior arrangement has been made, pay the rent by putting the rent check in an envelope addressed to 'Jean' through the doors to the kitchen. The kitchen is the locked room between the outside door and the back of the hall. Insert the envelope between the two doors next to the admission table with a decided flick to get it well into the room. The biggest gap between the doors is towards the top.

## **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 or BN dance
- The next GCD English dance (usually the next night)
- The next PCD English dance (usually the following Saturday)
- Other weekly events (GCD, contra at PCD or elsewhere)
- Special events others want announced
- 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 announce events not on our list

2. Check that the refreshments are ready.

## **During the Break (generally about 9:30 to 9:45)**

Consider bringing in the 'dance tonight' signs.

## **Ending the Dance (dance typically ends at 10:45)**

1. Before the last dance of the evening, count the money, complete the dance report sheet (copy available separately in the supplies box), 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. Share amounts are rounded to the nearest 5, so a share of 2 or less is ignored and one of 3 or more is paid as 5. Use the same calculation for other odd amounts (e.g. \$7 or \$8).

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 all the cash, checks and dance report sheet will get to the treasurer.
6. Set the thermostats to the way they were found or whatever the instructions taped to the wall indicate. Check that the stage thermostat is off (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 switch in stairwell (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, [jfvg55@yahoo.com](mailto:jfvg55@yahoo.com) , 215 946 1520

## Other Information

**Circuit Breakers** are in the chair rack room next to the stage. The breaker for the center stage outlet is number 18. Typically, breakers have to be switched off before being switched back on.

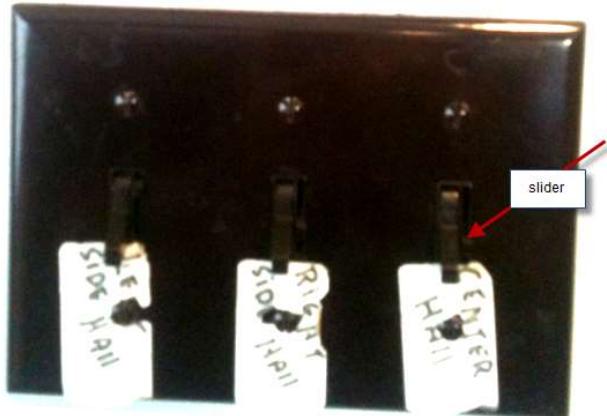
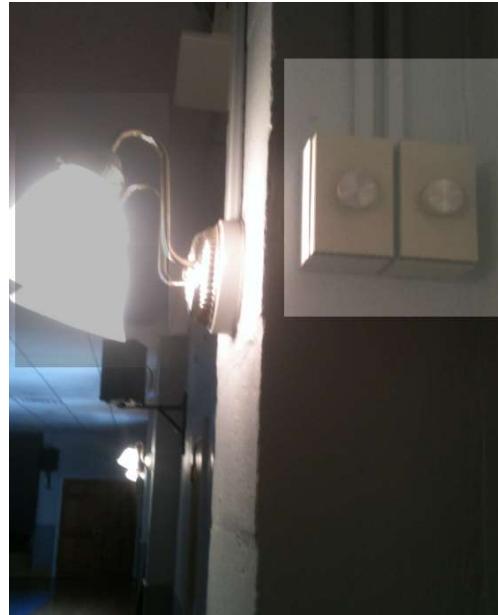
### American Legion Hall Lights

The plates and sliders are in the bar area (the area with the ice machine) on the right as you go in and on the right wall as you face the outside door. The dimmers for the sconces are high up on the wall next to the door to the kitchen.

Bar area switches :



Sconce switches :



[The current editor of this document is Pat McDonnell, [pjm@na2k.net](mailto:pjm@na2k.net). Contact him with any corrections, updates, etc.]