

ATTACHMENT

Illinois Federation of Square and Round Dance Clubs Standing Rules

SUGGESTED MAY FESTIVAL PROCEDURE

Section 1. The purpose of the attachment is to provide a guideline for the host club(s) to use in the planning and running of the Annual Square and Round Dance Festival.

Section 2. CHAIR

1 General Chair. The host club(s) shall appoint a General Chair for the Festival. The General Chair appoints committees from the host club(s) as required and coordinates the entire Festival.

2. Assistant Chair may be appointed by the General Chair as needed.

Section 3. SUGGESTED FESTIVAL COMMITTEES. The following committees are suggested as those that are necessary to conduct the Festival. Host club(s) may add to or delete as appropriate.

1. Facility Committee. Shall secure a location for the Festival

A. Location shall be of sufficient size to accommodate the number of dancers expected (average number of dancers from the Festivals of the last several years)

B. Location shall have 2 separate dance floors (to accommodate round dance workshop and mainstream hall, a plus hall, and a callers room for securing equipment)

C. Plan for adequate facilities for hotel accommodations (caller and cuer rooms), eating accommodations, parking, and camping.

D. Arrange for the set-up and care of the physical facilities (cleaning before and after if needed).

E. Secure Necessary insurance forms as needed.

2. Secretary-Treasurer. Prepares for the chair any necessary correspondence. Deposit advances from the Federation in an account separate from the host club's finances. Any bills paid from the proceeds of the Festival should be paid by check and an itemized receipt kept. Accumulates bills and receipts from all committees, Arranges for overnight safe-keeping of the Festival receipts until they can be deposited, Settles all accounts as soon as possible after

the Festival, and furnishes a complete financial report to the Federation Treasurer as soon as possible after the Festival.

3. Ticket and Registration Committee. Responsible for ticket sales, Depositing receipts from ticket sales, and coverage and registration at door. Prepare identifying ribbon or some means to identify dancers who have paid admission.

4. Dance scheduling committee. Contacts all Federation Callers and Cuers early in the spring to determine how many will be attending and dance levels preferred. Fairly and equitable schedules Federation Callers and Cuers into the various time slots in the dance hall(s). Your club Caller is the best resource for this task. Provide a schedule to the program committee for inclusion in the program.

5. Sound Committee. Secure and check thoroughly prior to Festival the sound equipment for both the square dance and round dance rooms. It is suggested that back-up equipment be available in case of an emergency. Club Caller can assist with this phase.

6. Program Committee. Prepare program listing activities and is responsible for program printing. (Advertising space in the printed program can be sold and will offset the cost of the program printing.) Secures caller and cuer scheduling from the scheduling committee for inclusion in the program. Provides a Master of Ceremonies to insure the program keeps moving and makes announcements.

7. Publicity Committee. Publicity in Square Chute, Fliers, posters, local newspapers, etc. Include in publicity, especially in the Square Chute, a simple map of the Festival locations.

8. Concessions. Snack bar optional, but soft drinks and snacks should be available for sale to dancers. Host club(s) may permit a church or other organization to provide these services if they prefer.

9. Decoration Committee. Optional, but experience has shown that moderate amounts of decorations enhance the enjoyment of the Festival.

Section 4. GENERAL.

1. All committees are to be instructed by the chair that they must have receipts for all expenditures to receive reimbursements.

2. Chair is responsible for helping the Festival Treasurer to furnish to the Federation Treasurer a complete financial report as soon as possible after the Festival.

3. The Officers of the Federation will help the host club(s) in any way needed.

Section 5. BOOTH SALES. Guidelines for including booths for the sale of square and round dance related items are included under Standing Rules, Article V, Section 5.

Section 6. SUGGESTED PROGRAM.

9 to 10 AM Meeting

10-12 AM Round dance workshop

10-12 AM Square dancing Mainstream and plus Federation Callers

12-1 PM Lunch

1-3:30 PM Square dancing mainstream and lines Federation callers and cuers

1-3:30 PM Square dancing plus and rounds Federation callers and cuers

3:30-4:30 PM Square dance workshop

4:30-7:00 PM Dinner break

7:00 PM line up for grand march followed by evening ceremony

7:30 PM square dancing mainstream and plus with featured caller and rounds with featured cuer.

Section 7. If facilities are adequate, host clubs are free to schedule multiple halls and dance levels except that other square dancing should not be scheduled compete with the square dance workshop and other round dancing should not be scheduled to compete with the round dance workshop.

Section 8. TRAIL-IN DANCE. The host club(s) may wish to sponsor a trail-in dance on Friday night preceding the Federation dance. The Federation assumes no responsibility for any trail-in dance expenses, advertising or callers. The advertising of any trail-in dance is NOT to be included in the program nor fliers or any other advertising of the Festival dance.