

2015-2016 GUIDELINES FOR HOSTING COUNTY LINE SQUARES

Your dance date _____ Theme _____

Other hosts _____

Thanks for taking on this responsibility. For more information, please call _____.

If you cannot host, it is your responsibility to trade with someone and let an officer know of the change.

PRIOR TO THE DANCE YOU ARE HOSTING:

- Purchase door prizes, spending \$6.00 per person (you do not pay at the door). (Treasurer also gives free passes to future dance for guests as a door prize.)
- Prepare any decorations pertinent to the theme.
- Plan what food the hosts will bring (hosts usually bring sandwiches and/or something related to the theme).

NIGHT OF THE DANCE:

- **Arrive early** - doors to the school will be unlocked by **6:45 pm**.
- **Greet caller and cuer**, assist with set up (open the doors of the stage and set up tables).
- **Set up tables and chairs for guests** (1 table for caller, 1 table for cuer, 1 table for treasurer, 2 tables for coats, 1 table for scrapbooks and flyers, 1 table for cold beverages, 2 tables for lunch, 8 to 10 tables for guests).
- **Put up decorations.**
- **Greet guests**, provide backup to our royalty. **Take food to the serving area.** Refrigerators for our use are in the teacher's lounge. Supplies are in the locker room (behind the treasure's table).
- **Be available** to answer questions: Where is the bathroom? Where to put coats?
- **Start coffee** as soon as possible, approximately 2 and ½ cups of coffee for 40 cups of coffee. Use cart for the coffee pot for easy mobility. You can fill the coffee pot in the teacher's lounge. You may want to serve coffee during the dance if it is cold outside.
- **Serve food** at 8:45 pm. Guests should be fed first.
- **Clean-up**, allow guests to leave, start about 10 to 15 minutes after the dance is over (see clean-up checklist on next page).

GENERAL INFO:

- **Enlist help** with this project. All club members are expected to help and most are very willing. *As host you see that these things get done so all dancers enjoy a nice evening.* The success of our club is the responsibility of every one of our members. Many guests comment on our friendliness and they enjoy the decorating themes.
- **All supplies** are kept in the school locker room during the school year. They go home with the First Vice President before the Christmas Party, before Graduation, and following the last dance in May.
- **Notify** the *First Vice President* if supplies are low:
 - Coffee
 - Creamer
 - Sugar
 - Coffee cups
 - Cold cups
 - Plates
 - Bowls, if the menu dictates
 - Plastic forks/spoons
 - Napkins
 - Hand sanitizer

CLEAN-UP CHECKLIST:

- **Wipe** off tables.
- **Wash** coffee pot.
- **Store** serving supplies in the locker room (behind the treasurer's table).
- **Replace** table and chairs (the custodian will move to storage).
- **Sweep** the serving area and dance floor.
- **Vacuum** the rug by the front doors to remove wax.
- **Check** the bathrooms to see that there is no paper on the floor, toilets are flushed, and lights are off.
- **Check** for forgotten items.
- **Make** sure the stage doors are closed and put back the way they were when you arrived.
- **Make** sure all lights are off.
- **Make** sure doors are closed and locked.
- **Need** to be out of the building by 10:45 pm. The custodians are Buzz and Adam. For emergencies, their numbers are 763-238-6002 and 763-439-5812, respectively.