

GUIDELINES FOR HOSTING COUNTY LINE SQUARES

Your dance date: ; Theme:
Hosts/Hostesses:

Thanks for taking on this responsibility. For more information, please call Mary Elfmann, 320-292-3585 or e-mail melfmann@aol.com.

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:

- 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 **6:30 p.m.**
- **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, 3 tables for coats, 1 table for scrapbooks and flyers, 1 table for cold beverages, 3 tables for lunch, 12 tables for guests).
- **Put up decorations.**
- **Greet guests. Take food to the serving area.** Refrigerators for our use are in the teacher's lounge. Supplies are in the locker room (behind the treasurer's table).
- **Be available** to answer questions: Where is the bathroom? Where to put coats?
- **Start coffee** as soon as possible, 1 cup of coffee to 30 cups of water equals 30 cups of coffee. You can fill the coffee pot in the teacher's lounge.
- **Serve food** at 8:00 p.m. Guests should be fed first.
- **Clean-up**, allow guests to leave, start about 5 to 10 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 new *officers* 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:

- **Clean-up** starts after the last tip. Don't rush our guests.
- **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).
- **Check** the bathrooms to see that lights are off.
- **Check** for forgotten items.
- **Make** sure the stage doors are closed and put back the way they were when you arrived.
- **Need** to be out of the building by 10:15 p.m.