

## Tasks involved in putting on an event

This is a generic list of tasks that may be required to organize and run an event. This structure has been in use by the Dawn Dance Weekend Committee since 1997. Some of these may not apply to your specific type of event. We hope this checklist will be helpful to those of you planning a new event or activity, participating committee members, and anyone submitting or assessing grant or budget requests. Please send any suggestions or comments to the AACTMAD Secretary.

*Chair(s)/Organizers - Assess program ideas, general interest, facility availability, other event conflicts and construct a preliminary budget. If plans are to proceed then:*

- Recruit subcommittee heads
- Schedule full committee meetings and prepare agendas
- Prepare and facilitate discussion regarding policies (free or discounted admissions, scholarships, volunteer treats, advanced and door pricing, etc.)
- Monitor subcommittee progress between meetings, and before, during, and after the event
- Facilitate coordination and communication between subcommittees

*Facilities Manager [budget]*

- Arrange and obtain contract with facility owner.
- Check on liability insurance, special use conditions, parking, required permits, etc.
- Arrange for deposit with Treasurer
- Obtain or prepare facility use checklist especially as regards to clean up
- Obtain fans if necessary.
- Check on floor and facility conditions before event and schedule pre-cleaning if necessary
- Prepare and turn in any post event reports or check lists
- Request volunteer staffing as needed

*Floor Protection [budget]*

- Coordinate with facility manager regarding floor use restrictions
- Make sure brochure/flyer and signs exist regarding clean shoe policy
- Set up shoe changing area and provide shoe cleaning mats, booties, etc.
- Obtain vacuums, brooms, cleaning supplies, shuffleboard wax, etc.
- Schedule floor cleanings before, during breaks, and after event
- Request volunteer staffing as needed

*Gate Manager*

- Plan and arrange physical set-up for check-in and entry at each day's event
- Write and hand out instructions for gate staff
- Obtain final program from program chair for distribution with check-in materials
- Obtain final registration list from registrar for advanced check-in
- Obtain meal tickets for sale/distribution during check-in
- Request open drawer change and cash pick-up process from Treasurer
- Coordinate with sign committee on signage to explain check-in, potluck, etc.
- Request volunteer staffing as needed

*Hospitality [budget]*

- Take advance guest requests for hospitality
- Find hosts for weekend and match to guest requests
- Let guests know outcome of their requests before event (mail or phone)
- Designate meeting time and place at event for hosts and guests
- Find hosts for performers and coordinate arrival/departure plans

### *Marketing/Publicity [budget]*

- Write and allow committee members to review brochure/flyer
- Include maps, program grids, costs, discounts, policies, advanced registration info, and phone numbers
- Produce and submit ad for CDSS News and CDSS calendar at least two issues before event
- Produce source for AACTMAD web site including registration form, maps, etc. (may be able to use brochure/flyer content)
- Submit listing for AACTMAD Dance Calendar; request volunteers and hosts
- Write calendar-listing information; distribute to regional media - print, radio, and television
- Distribute copies of brochure to regional dance organizations
- Arrange with subcommittee members to stock brochures at local dances, UM locations
- Mail brochure to previous attendees list
- Arrange for postering in selected locations; distribute flyers to performers
- Coordinate with volunteers committee to cover local dances for publicity
- Make display boards to promote the event, hosting, and volunteering
- Request volunteer staffing as needed

### *Meals [budget] - Form a separate committee for each planned meal*

- Decide on potluck/catering requirements, menus, and schedules
- Decide on supplies and decorations and purchase
- Schedule physical setup
- Request signs as needed for easy traffic and leftover removal by designated time
- Order additional food (real time) based on needs - consult with gate
- Schedule clean up
- Request volunteer staffing as needed

### *Program [budget]*

- Book bands, callers, and performers
- Set up schedule (coordinate with sound committee) and review at full committee meeting
- Letters confirming times and special instructions to all bands, callers, and performers and soliciting printed program material and marketing/publicity information (bios, pictures, etc. )
- Coordinate with hospitality committee
- Give treasurer a list of performer fees and whether to pay in cash or by check
- Produce final schedule for printed program and signs at events
- Recruit a Master of Ceremonies
- Recruit an Event Manager who keeps program on schedule by making sure bands are ready, etc. to keep program on time
- Request volunteer staffing as needed

### *Refreshments [budget]*

- Arrange for beverage containers for the event
- Purchase beverages and refreshments
- Setup beverages and refreshments for each segment of the event
- Return containers after the event
- Request volunteer staffing as needed

### *Registration*

- Print mailing labels from prior year database and give to marketing/publicity committee
- Enter mailed in registration names and information into registration database (use for mailing list for next event. Include a field for gate notes for special circumstances)
- Reconcile checks to sheet totals for deposits and give checks to Treasurer
- Give mailed in name tag button forms to button committee before button parties
- Print registration lists for gate people and bring to event

### *Secretary*

- Record minutes of meetings and distribute to committee members
- Maintain a list of contact information for committee members

### *Signs [budget]*

- Find out what signs are needed by each committee
- Repair old signs; make news signs and bring materials to make extra signs to the event
- Place signs at the event and retrieve and store signs after event
- Request volunteer staffing as needed

### *Sound [budget]*

- Recruit and schedule paid technicians and coordinate with treasurer
- Check with performers for any special requirements
- Schedule and arrange for any tuning, equipment needs, etc.
- Schedule set up, operations, and tear down.
- Plan for unpaid assistants, transporters, etc. and request volunteer staffing

### *Special Effects [budget]*

- Check on facility restrictions and plan and layout decorations
- Obtain supplies
- Request volunteer staffing as needed

### *Treasurer*

- Coordinate with each subcommittee on budget and prepare an overall budget for the event based on attendance assumptions and planned expenses
- Prepare and make deposits and track all revenue
- Track actual expenses; collect receipts for expenses and reimburse them
- Have money to pay performers in cash or checks; pay right after performance; coordinate with program committee on form of payment
- Collect and reconcile receipts from the till at gate during event
- Provide summary financial statement and results for wrap up meeting

### *Volunteer Coordination [budget]*

- Suggest volunteer policy for discussion at earliest full committee meeting
- Prepare materials and sign up forms for recruitment at dances, etc.
- Get volunteer needs from committee members
- Match volunteers to committee requests
- Set up volunteer check-in station for the event and remove volunteer check-in station after the event
- Prepare recognition announcement to be made during the event
- Prepare a list of volunteers and amounts to be discounted/rebated or awards
- Obtain "thank-you" notes (prepared during wrap-up meeting) to be sent to volunteers following event