

## GUIDELINES FOR THE HOST

### FYI

1. The TADAMS sound person usually arrives around 6:30 and will unlock the doors, or you enter from the door on Walton St. The sound person will have all the keys.
2. There is a closet at the rear of the auditorium that contains all of TADAMS supplies and equipment.

**WHEN YOU ARRIVE:** Plan to arrive around 7:00. Go to the supply closet.

1. Take the easel & welcome sign down to the lower lobby.
2. Set up the admissions table and chair. The card table is in the supply closet.
  - Sign with admission prices from the small tub.
  - Money box. There should be \$50 in the box. Count the money to verify and record the amount on the TADAMS Expense Sheet found on #1 clipboard.
  - Sign-up sheet and pen for helpers collecting admission money during the Dance. The sign-up sheet is in the accordion folder and #2 clip board.
    - Membership fees received must include a completed membership application.
    - Hand sanitizer
3. Set up the refreshment window under the high window fan.
  - Fill the orange water coolers. Two with ice and one with no ice. Ice is available in the kitchen on the first floor. Sound person has key to the kitchen.
  - Set out the cups and marking pens (so cups can be named).
  - Make sure a trash can is available near the water coolers. Trashcan and liners are in the supply closet.
4. Set up a table for flyers in the hallway
  - Set up the portable folding table from the closet on the right hand side of the Upstairs entrance hall. Store the tub under the table.
  - Display the available dance literature from the pan. Discard any outdated flyers.
5. Introduce yourself to the band and caller. Tell them that you will be the one paying them and ask who to pay at the end of the evening.
6. Be at the admission table by 7:30 before the dance to take money. ASK people to sign up to help. YOU ARE NOT EXPECTED TO SIT OUT MORE THAN ONE DANCE.

### DURING THE DANCE

Check back to the admissions table to be sure that the person signed up to sit out that dance actually showed up. The table should not be unattended during the first half of the dance.

### **AT THE BREAK**

1. Take the moneybox to the supply closet

### **AFTER THE BREAK**

1. During a dance shortly after the break:

- Count the admissions money and complete the TADAMS Expense Sheet.
- Put in your pocket or a secure place, the amount to be paid to the band, caller and the sound person (instructions are on the expense sheet) and return the moneybox. Leave as many ones (30 minimum and \$5 bills) as possible.

**AFTER THE DANCE:** Ask folks to help, they will if you ask!

1. Pay the band and the caller with cash. There are TADAMS checks if a cash shortage.
  - Be ready to pay the band and caller as soon as the last waltz is over.
  - Pay the sound person.
  - Place the expense sheet and any cash, personal checks, membership applications in a manila envelope from supply closet and give to the Treasurer or a Board member.
2. Clean off the refreshment window.
  - Empty the coolers out the window facing the street. Store them in the supply closet with the lids off.
  - Return the unused cups and pens to the closet.
3. Put things away in the supply closet
  - Card table and chair
  - Literature to the tub and the folding table.
  - Bring the easel & welcome sign back upstairs.
4. Pick up any litter and put in trashcans. Put any abandoned items on the gate in the closet.
5. Take the liner with trash out of the trashcan, and go to the trash dumpster on the Walton Avenue side of the building via the rear door.
6. Tell the Sound person you are leaving as he is the last to leave.

**Thank you so much for your time and effort. We hope you had fun!**

Rev.1-2016