

VSDA DINNER DANCE GUIDELINES

GUIDELINES

FOR THE OPERATION OF THE

OF THE

ANNUAL DINNER DANCE

VICTORIAN SQUARE
DANCING ASSOCIATION
INCORPORATED

Revision 1
As at August 2005

These guidelines have been prepared by previous Convenors of Victorian
Square Dancing Association Inc - Dinner Dances.

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- 01. Time:**

The Annual Dinner Dance of the Association is normally held on the 3rd Friday of November each year. *(Refer to joint agreement document)*
- 02. Venue Selection:**

The Venue is selected by the General Committee of the Victorian Square Dancing Association Inc.
Ideally the venue should be selected and agreed upon at least 6 months prior to the function and agreed to by all associations involved. (refer to the Joint Agreement)
- 03. Venue Requirements:**
 1. Suitable clear dancing space for a minimum 150* *(this may vary from year to year, but the same formula applies)* dancers – this is determined using the formula that is used by the National Conventions of 11 square metres per set.
i.e. a hall 20m X 8m would = 160sq metres.
Using the above formula 160 divided by 11 would equal 14.5 sets or 116 dancers.
 2. Remember that this is clear dance space, an allowance for tables & chairs around must be added to this.
 3. The Hall must raised area for the stage. (Minimum of 300mm)
 4. Parking is also to be considered – Parking to be provided on the property or in close proximity.
 5. Sufficient lighting back stage so as not to cause any OH&S issues.
 6. There may be times when a compromise on some issues is required.
In such cases it must be with the agreement of the VCA, RDAV and the VSDA.
- 04. Committee**

All members of the Sub Committee are to be financial members of the VSDA* and shall consist of the following.

 1. **Convenor:** Elected by the VSDA.
 2. **Sub Committee Secretary:** Appointed by the Convenor
 3. **Treasurer:** The VSDA Treasurer holds this position.
 4. **Publicity Officer:** The VSDA Publicity Officer holds this position.
 5. **Venue Manager:** Appointed by the Convenor
 6. **Decorations Officer:** Appointed by the Convenor
 7. **Program Team*:**
 - a. The program team consists of no more than 2 delegates from each of the following.
 - b. Victorian Callers association Inc
 - c. Round Dance Association of Victoria Inc.

All members of the program team must be financial members of their relevant association.
The above is deemed the minimum number of person required to run a Dinner Dance
The Sub - Committee may appoint additional dancer members as may be required
- 05. Duties.**
 - a Convenor Responsibilities:**
 1. To call the inaugural meeting.
 2. Place Advertisements. *(If Required for Sub Committee Members)*
 3. Appoint members to the Sub Committee.
 4. Prepare and administer a "Time Line" for the function
 5. Chair all meetings.
 6. Prepare and present a written report to each meeting of the VSDA General Committee.
 7. Prepare with the Program Team a Joint report to the VSDA Annual General Meeting.
 8. Generally oversee the tasks and operations of the Sub-Committee.

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b Sub Committee Secretary Responsibilities:

1. The receiving, sending and recording of all correspondence.
2. The compilation and distribution of minutes.
3. The sending and receiving of Sound Tender Documents. (If Required)
4. The Distribution and receiving of Caller Cues Registrations.
5. These are to be recorded and forwarded to the Program Team.
6. The Sub Committee Secretary, may delegate some of these duties.

c Publicity Officer Responsibilities:

The publicity Officer will with the assistance of the committee,

1. Prepare promotional material for publication in "Squares Around Victoria" and other places as deemed necessary by the Sub-Committee.
2. The Dinner Dance Committee is given free of charge, ½ page in the SAV per issue leading up to the Function. Any amounts in excess of this may be charged back to the committee.
3. It is a good idea to liaise with the Editor of the SAV to book space well in advance to ensure all advertising does in fact get into the required issues.
4. Provide promotional information to the VSDA Webmaster.
5. Other promotional material may include flyers etc to clubs.
6. The Publicity Officer, may delegate some of these duties.

d Venue Manager Responsibilities:

1. Liaison with the Venue Management Committee.
2. The organising of First Aid personnel and provision of a suitable location in the venue.
3. Opening, Closing and security of the Venue.
4. Liaise with the outside Caterers re Pricing, Menu, Access to venue etc
5. Preparation, Printing and Distribution of the Table Registration Forms.
6. Collection of returned forms and banking of monies.
7. Provide the Treasurer with a report of all funds collected and banked.
8. Preparing a written report at the end of the function.
9. The Venue Manager, may delegate some of these duties.

e Treasurer Responsibilities

1. In association with the Convenor and sub Committee prepare a Budget for each Dinner Dance.
2. In preparing such a budget, consideration should be given for producing a marginal profit (e.g. *Costs plus 10 percent*)
3. The budget is to be prepared and discussed prior to the fees being established.
4. The proposed budget and fees must be presented to and ratified by the VSDA General Committee.
5. Accounting for all funds raised and spent by the Sub Committee.
6. Prepare a financial report to be published in Squares Around Victoria, no later than 3 months after the close of the current function.
7. General:
 - i. No monies are to be spent without prior approval of the Sub-Committee.
 - ii. All claims must be submitted on the approved VSDA "Claim For Reimbursement Form".
 - iii. All funds collected must be banked in the name of "Victorian Square Dancing Association Inc.
 - iv. No funds collected are to be used for purchases.

f Decorations Officer:

1. Together with the Sub-Committee arrange a Theme.
2. Prepare a costing and timeline within budget guidelines.
3. Co-opt a team to assist in the manufacture of the decorations.
4. Co-ordinate that erecting and dismantling of the decorations.
5. Organise the Transportation and storage of the decorations.
6. To work in conjunction with the provider of the Sound to ensure that the decorations do not affect this operation.

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7. The preparation of a verbal report for each sub committee meeting.
8. The preparation of a written report at the conclusion of the function.
9. The Decorations officer may delegate some of these duties.

g Program Team:

1. The evaluation of Tenders for the Provision of Sound and the recommending of suitable supplier.
2. The preparation of the dance program taking into consideration the proposed theme.
3. The Allocation of the appropriate Callers and Cues in accordance with the relevant bodies supplied guidelines.
4. Preparing a written report at the end of the function.
5. Provide time in program for official items such as announcements, welcome and membership draw.

H Additional Committee Tasks.

1. It is possible that due to the timing of different tasks, one person may be able to fulfil more than one role.
2. In such cases, this must be approved by the Sub committee.

Updates

1. August 2005

END.