

HOUSTON SQUARE & ROUND DANCE COUNCIL, INC.

# HOE-DOWN GUIDELINES and JOB DESCRIPTIONS

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## **Guidelines for General Chairman**

1. The Council President has the prerogative to serve as General Chairman or to appoint a qualified person of his/her choice.
2. Shall appoint all committee chairmen.
3. The General Chairman and Assistant General Chairman should work closely with all committee chairmen in arranging the facility matters.
4. Assist Building & Facilities Chairman in arranging the facilities matters
5. Assist Printed Program Chairman in securing layouts for Hoe-Down program.
6. Approve all budgets of committees.
7. Approve all gifts to be donated (with the Board).
8. Shall select the individual to give the Invocation, Welcome Address, and someone to sing or lead the National Anthem or some appropriate some preceding the evening dance.
9. Discuss with the Board security arrangements which need to be made.
10. Shall plan the intermission program so as to minimize time away from dancing. Included should be: exhibitions, introduction of current officers, past presidents, State Federation officers, State Association officers, committee chairmen and vice chairmen.
11. Final approval of all publicity releases.
12. Along with the Building & Facilities Chairman, decide the booth rental prices.
13. Along with HSRDC officers, select Council callers for Friday night program.
14. Ensure that all Committee Chairmen understand their duties and the duties of their Vice Chairmen.
15. Write a final report within 30 days after the Hoe-down to be placed in the Hoe-Down notebook.

## **Assistant General Chairman**

1. Shall assist the General Chairman in coordinating the annual Hoe-down.
2. Shall be the liaison between the General Chairman and Committee Chairmen in arranging layouts for Hoe Down program.
3. Assist General Chairman; assist the Printed Program Chairman in arranging layouts for Hoe-Down program.
4. Assist General Chairman and Building & Facilities Chairman in arranging facilities matters.
5. Resolve any problems that you can and notify General Chairman.
6. General Chairman will provide you with the names of individuals who will give the invocation and welcome for each night. Notify these people as to times and location. Greet them when they arrive and seat them close to the stage. Notify the General Chairman when they arrive.
7. Notify Printed Program Chairman of the names of the individuals to give the invocations and welcome each night to be included in the printed program.
8. Ask the mayor, in writing to proclaim Square Dance Week and have the Mayor's Proclamation forwarded to Printed Program Chairman for publication in the Hoe-Down program.
9. Write a final report no later than 30 days after the Hoe-Down to be included in the Hoe-Down notebook.

## **Caller Host Vice Chairman**

1. Coordinate with the General Chairman to determine what arrangements have been made with callers regarding travel plans and housing arrangements.
2. If a motel is requested, make the necessary arrangements, and advise the callers of the hotel/motel, address, phone number, and date of reservations.
3. Make arrangements to pick up callers at airport, if they are flying in. If they are driving, send them a map of Houston, with directions to either the hotel/motel or family host.
4. Arrange transportation to and from the dance site.
5. Determine when callers plan to leave Houston. Arrange to have them picked up in plenty of time to make their flight/s.
6. Coordinate with callers arrangements needed to meet Hoe-Down schedule. Assist them with plans for meals, dressing, etc. in order for them to be available for Hoe-Down commitments.
7. Check to see if contract calls for HSRDC to pay the cost of meals for callers. If so, receipt(s) to be submitted with expense voucher for caller's meals only to Council Treasurer for payment.
8. Write a final report no later than 30 days after the Hoe-down to be placed in the Hoe-down notebook.

## **Cuer Host Vice Chairman**

1. Coordinate with the General Chairman to determine what arrangements have been made with cuers regarding travel plans and housing arrangements.
2. If a motel is requested, make the necessary arrangements, and advise the cuers of the hotel/motel, address, phone number, and date of reservations.
3. Make arrangements to pick up cuers at airport, if they are flying in. If they are driving, send them a map of Houston, with directions to either the hotel/motel or family host.
4. Arrange transportation to and from the dance site.
5. Determine when cuers plan to leave Houston. Arrange to have them picked up in plenty of time to make their flight/s.
6. Coordinate with cuers arrangements needed to meet Hoe-Down schedule. Assist them with plans for meals, dressing, etc. in order for them to be available for Hoe-Down commitments.
7. Check to see if contract calls for HSRDC to pay the cost of meals for cuers. If so, receipt(s) to be submitted with expense voucher for cuer's meals only to Council Treasurer for payment.
8. Write a final report no later than 30 days after the Hoe-down to be placed in the Hoe-down notebook.

## **Caller & Cuer Vice Chairman (if used)**

Have and read a copy of the Caller(s) and Cuer(s) contracts. Be familiar with content of contracts, especially costs involved with transportation, lodging and meals, etc. before beginning written correspondence with callers/cuers.

1. Write letters to both the caller(s) and cuer(s) requesting their personal choice on either a motel or host family if their contract does not specify. Determine what mode of transportation they will be using in accordance with their contract specifications.
2. If the contract with HSRDC specifies that HSRDC will cover their overnight accommodations, make necessary reservations at host hotel, in their name, with HSRDC accountable for room bill only. Advise caller/cuer that room in their names is booked at host hotel for dates \_\_\_\_\_. If flier is available for Hoe-Down with hotel/motel/camping information, include it with letter.
3. If the contract with HSRDC indicates that the caller/cuer will be responsible for their own lodging, advise caller/cuer in a letter of host hotel/motel name, address and phone numbers so they may make their reservations several months prior to the Hoe-Down date. If a flier is available for Hoe-Down with hotel/motel/camping information, include it with the letter.
4. If the caller and/or cuer are flying in, advise them via letter to book flight reservations several months prior to Hoe-Down to take advantage of special discount rates. Also request that arrival and departure in Houston be at Hobby Airport, if possible.
5. Request a copy of flight arrangements be mailed to you. Use the information to make arrangements for someone to meet and then deliver them back to the airport in accordance with their airline schedule.
6. Coordination with the caller(s) and cuer(s) should be made for the Hoe-Down schedule, meals, dressing, etc. so that caller(s)/cuer(s) commitments may be met. Separate hosts may be necessary, one for each caller and cuer's schedule.
7. Make arrangements for someone to take caller(s) and/or cuer(s) for meals if transportation is needed. Check to see if contract call for HSRDC to pick up the tab on meals or caller/cuer pays their own. Convey this information to HSRDC escort so he/she may act accordingly. Receipt to be submitted with expenses voucher for only caller/cuer's meals if HSRDC contract indicates meals paid.
8. If caller/cuer is driving in, send a map of city and directions to their accommodations as well as dance site. Provide name, address and telephone number of motel and caller and cuer host.
9. Request a 3x5 or 5x7 black and white glossy picture of each for the Hoe-Down program book. Request a brief biography for the same purpose. Be sure to emphasize "No Color Photo". Request that these be sent to you no later than August 30. Continue to follow up from letter to receipt.
10. Write a final report no later than 30 days after the Hoe-Down to be given to your chairman, with copies to General Chairman and Assistant General Chairman. Keep a copy for Caller & Cuer Vice Chairman notebook.

## **Dance Program**

General Chairman is responsible for preparing the dance program for Friday night and all day Saturday.

The program is then given to the Printed Program Chairman to be included in the Program. Friday night's program should also be printed on a single sheet 8.5x11 for distribution at the Hoe-Down.

## **Guidelines for Fashion Show Vice Chairman**

### **Fashion Show**

1. Immediately upon being appointed to produce the Hoe-Down's Fashion Show, determine which facilities are available and suitable. A thorough investigation shall be made immediately to determine if everything is satisfactory for such a production...staging, adequate seating, dressing rooms, etc.
2. Theme for the Hoe-Down will be \_\_\_\_\_ and that theme should be carried out throughout all correspondence, decorations, programming, etc. Determine the length of time you will be allowed for the show and select the number of models that can comfortably be exhibited in that given amount of time. Rule of thumb is approximately 35-40 models for a 1 hour show. A fashion show audience can remain entertained for just so long; hence we recommend the show never last more than 1 ½ hours including the entertainment.
3. Send a letter to each club president requesting the names of one entry and one alternate entry as models for the fashion show. Guidelines should be given to limit their attire to the current club outfit modeled by either the club president or their designee. Vendors can also be invited to participate. It is further recommended the same models not be in the fashion show year after year in order to give more people the opportunity to participate in this district function.

The letter of invitation should be sent out in sufficient time usually about 90 days prior to the Hoe-Down. Be sure to inset a deadline date for acceptance. If you have received no reply from some of your invitations within 30 days send a follow up letter with a firm deadline and disregard those people who fail to respond to this second invitation.

You may fill in the required number you lacking at deadline with alternates. These may be people with another Hoe-Down obligation but who could participate in the Fashion Show at the designated time. Do not overlook the interest of men in today's fashions and certainly, include some men in the show...either as couples with their wives in compatible costume or as individual models. NOTE: The newly elected Council President will model the incoming officers selected fashion for the year.

4. Although the models are the show, many back up people are required for the successful results desired. Suggestions as follows:
  - a. Coordinator
    - i. To lineup models back stage and see they go on the stage in proper order so they follow commentary properly. This person shall be one that can also instruct the models in how to show off the costume to best advantage, how to walk on stage, turn, etc.

- b. Commentator
    - i. Shall be a person experienced in microphone delivery, pleasant voice, knowledge of square dance clothing and vendors, one who can ad lib to inject some entertainment and humor into the repetitious commentary.
    - ii. Shall meet the models back stage and learn a little about some of them, if not all, so that pertinent commentary can be made aside from the actual description of clothing.
    - iii. One past practice has been to have the previous year's Caller/Cuer of the Year be selected and honored as commentator.
  - c. Wardrobe
    - i. Two or three ladies shall be given this job to help the models with dressing and make-up, as well as hair, and see to the overall presentable appearance of each model.
    - ii. They shall be equipped with pins, needles, thread, tape, scissors, etc. to assure the best possible appearance of everyone.
    - iii. Mirrors are a must in dressing area.
  - d. Escorts
    - i. Gents shall be strategically placed at each entrance and exit to assist the girls on stage and especially if they are to descend steps.
    - ii. Try and select the most handsome men available for this job because they will be in sight of the audience during the entire show.
    - iii. They shall be attired in suits and ties, of course –western.
  - e. Ushers
    - i. Two or three ushers (these can be men, teens, female, etc., no restrictions) shall be in the back to handout programs to each couple or single (if you are having programs and tickets for door prizes). It would be nice to have two or three door prizes to give out. Late arrivals can be seated in the rear and avoid disturbing the show.
  - f. Music
    - i. Records can be used. The music technician (generally the person in charge of sound) on deck will handle the volume and change the records. Some kind of music is almost a must to keep the show interesting and from being simply dull commentary.
  - g. Models
    - i. Bulk of models will be women, of course, be sure to have some men, either as couples with the wives or alone. A mother-daughter outfit is interesting as is a family of square dancers, certainly a teenager or teenage couple, and even one tiny tot adds variety to the show.
5. Fashion show models may receive a small memento from the Vice Chairman (this has been done in the past, but is not mandatory), preferably crafted sewn and donated. They will receive a picture furnished by the Council photographer. Expense for these items will be paid out of the Hoe-Down Fashion show budget.

6. Door prizes can normally be secured from:
  - a. Council clubs which may be asked to contribute a suitable item, perhaps to correlate with the theme of the Hoe-Down.
  - b. Vendors at the Hoe-Down simply for the publicity they get from your mention of the gifts from the stage or in the printed program.
  - c. Donations of gift certificates or items from businesses which may be patronized by square dancers and would like the publicity of being mentioned as one who donated a door prize.
7. The show shall be completely organized and ready for production fifteen days ahead of the Hoe-Down date. This means all descriptions submitted and their commentary prepared so that music can be coordinated and timing worked out to perfection.
8. Program – A program shall be printed and handed out at the show. It gives recognition to the models, vendors, committee members, etc. This shall be a very inexpensive item and not meant to detract from the Hoe-Down Printed Program.
9. The Fashion show flyer is to be camera ready for the Hoe-down Printed Program on time. An ad to be used in the Where 'N When to create interest in the Fashion Show shall be prepared in time for publication in the Where 'N When published during the Hoe-Down month. Both must be reviewed and approved by the General Chairman prior to submission to publications.
10. Plan to attend the planning meetings for the Hoe-Down.
11. Send the following to the General Chairman
  - a. Request for ribbons by deadline
  - b. Copies of all correspondence
  - c. Request for special pictures that are needed to facilitate your duties by deadline date
  - d. Request for signs
  - e. News for publicity purposes
12. Discuss with General Chairman about expenditures for fashion show
13. Coordinate with Decorations Vice-Chairman to coordinate decorations with the fashion show
14. Write a final report no later than 30 days after Hoe-Down. Provide recommendation and/or comments that may be helpful to the next Vice Chairman and Committee Chairman.

TO: Fashion Show Vice Chairman

Address

Phone number

Email address

## **Fashion Show Model Participant**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Club: \_\_\_\_\_

# **Fashion Show Model Information Sheet**

Last Name: \_\_\_\_\_

His first name: \_\_\_\_\_ Her First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Club Name: \_\_\_\_\_

How long have you danced? \_\_\_\_\_

Costume description – Her Outfit: \_\_\_\_\_

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His Outfit: \_\_\_\_\_

Please complete and return this for no later than \_\_\_\_\_ to the Fashion Show Vice Chairman.

## **Flyers & News Media Vice Chairman**

1. Design flyer around theme of the Hoe-down as much as possible.
2. Secure bids to have flyers printed and submit to General Chairman. After approval has been given, have flyers printed.
3. Important Responsibility: Distribution to flyers to the clubs. District Directors should be useful here. Get the information out to the clubs.
4. Send the flyers to all State Associations for distribution in their areas.
5. Select committee members as you deem needed to aid you in your work.
6. Secure the name and addresses of all newspapers, radio and TV stations in the Houston area.
7. Submit to General Chairman all proposed articles and other news releases for media announcements.
8. Arrange for interview on radio talk shows to publicize the Hoe-down and to promote square and round dancing.
9. Seek to arrange TV interviews and appearances on local human interest shows to publicize Hoe-Down and to promote square and round dancing. Request TV stations arrange for a taping of a square dance exhibition to publicize the Hoe-Down.
10. Request radio stations to announce the Hoe-down on their public service announcement time, which is free to non-profit organizations.
11. All publicity should tell what, where, who, why, and when the functions are as related to the Hoe-Down.
12. Enlist the assistance of all the clubs to provide people to help in this outreach endeavor.
13. Submit ribbon requirements to Ribbons Vice Chairman on time
14. Make a final report no later than 30 days after the Hoe-down to be placed in the Hoe-Down notebook. Include reports on both flyer activities and news media activities.

## **Housing Vice Chairman**

1. Responsible for all contacts with hotel/motel sales managers for availability of rooms and availability of public space for free use.
2. Provide the General Chairman with a list of free space available as to size and type.
3. Make the General Chairman aware of any problems.
4. Secure reservations cards for distribution. Reservations are to be made directly with hotel/motel by dancers.
5. General Chairman will assign complementary rooms, if any are available.
6. There are \_\_\_\_\_ camping spaces at Fort Bend County Fairgrounds.
7. You should check out other campground facilities in the area so dancers can be informed of other camping choices.
8. Submit ribbon requirements to Ribbons Vice Chairman on time.
9. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.

## **Photographer Vice Chairman**

1. Discuss with General Chairman and special pictures to be taken.
2. Be available to take photographs at your discretion to provide a good historical record of the Hoe-Down.
3. In cooperation with the Fashion Show Vice Chairman, arrange to take pictures of all models prior to the Fashion Show. It is customary for the Council to pay for one print of each model (single or group) as an appreciation gift for participating in the fashion show.
4. At the discretion of the General Chairman, you may arrange to take formal photographs of dancers for a fee. The proceeds will augment the income from the Hoe-Down to the Council
5. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.

# **Building & Facilities Committee**

## **Building & Facilities Chairman**

1. Responsible for appointing the following Vice Chairmen with the approval of the General Chairman.
  - a. Camping Coordinator
  - b. Decorations Vice Chairman
  - c. Furniture & Equipment Vice Chairman
  - d. Ribbons Vice Chairman
  - e. Signs Vice Chairman
  - f. Sound Vice Chairman
  - g. Vendor Booths Vice Chairman
2. Ensure each Vice Chairman understands guidelines and duties assigned for their particular committee and keep the General Chairman informed of their progress.
3. Will be the main contact between the Fairgrounds Manager and the Hoe-down General Chairman.
4. Secure information from the Fairgrounds Manager of what facilities and equipment will be furnished by the Fairgrounds and the cost of using their equipment. Notify General Chairman immediately.
5. Work closely with Furniture & Equipment Vice Chairman and Fairgrounds Manager to provide all facilities requested at the least possible expense.
6. Along with the General Chairman, decide the booth rental space and pass this information on the Vendor Booths Vice Chairman.
7. If any problems cannot be resolved between you and the Fairgrounds Manager, notify the General Chairman of the situation.
8. Try to find all the Fairgrounds "hidden costs" for facilities and keep them to a minimum.
9. Submit ribbon requirements to Ribbons Vice Chairman on time.
10. Write a final report no later than 30 days after the Hoe-down to place in the Hoe-down notebook.

## **Camping Coordinator**

1. There are camping spaces available on the Fairgrounds. If campers have self-contained units, they can stay in the Fairgrounds arena area outside the fenced area.
2. You should check out other campground facilities in the so dancers can be informed of other camping choices.
3. Submit ribbon requirements to Ribbons Vice Chairman on time.
4. Write a final report no later than 30 days after the Hoe-down to place in the Hoe-down notebook.

## **Decorations Vice Chairman**

1. Decorations should go along with the theme of the Hoe-Down
2. Main areas to decorate will be the stage(s) area. Other areas are secondary and will depend on budget and time. Stay within budget as much as possible.
3. Check with Building & Facilities Chairman as to the amount of budget.
4. Decorations could be made into a club project. This has resulted in keeping costs down and beautiful decorations.
5. If requested work with Fashion Show Vice Chairman in arrangement of decorations.
6. Send ribbon requirements to Ribbons Vice Chairman on time.
7. Write a final report no later than 30 days after Hoe-Down to be included in the Hoe-Down notebook.

## **Furniture & Equipment Vice Chairman**

1. Require that all requests for furniture (tables, chairs, easels, etc) and equipment (electrical outlets, drapes, etc) be made in writing.
2. Keep a file of all requirements. Notify Building & Facilities Chairman if any requests seem unreasonable.
3. Have a committee to help set up requested tables chairs, etc prior to the start of the Hoe-down. Preferably, this should be done Friday morning. May include setting up chairs for spectators.
4. Work closely with Building & Facilities Chairman providing all requests for furniture and equipment at the least possible expense.
5. Work out arrangements of how booths will be positioned and have requested furniture and equipment in place upon exhibitors' arrival.
6. Submit ribbon requirements to Ribbons Vice Chairman on time.
7. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.

# **Ribbons Vice Chairman**

## **Signs Vice Chairman**

1. Establish a card file for sign requests.
2. Determine the amount of budget from Building & Facilities Chairman and General Chairman.
3. Check with Council Storage Coordinator and General Chairman to see what signs were left over from prior years which could be reused. Be sure they are in good condition.
4. Make the signs out of inexpensive material that could possibly be re-used.
5. Set a deadline for sign requests to give ample time to finish them. (Allow for some slippage.)
6. Deliver to the Hoe Down site in time for individuals to put signs in the proper place. Advise all persons who have placed sign orders when and where signs can be picked up.
7. If possible, signs might be made to blend in with the Hoe-Down theme.
8. Submit ribbon requirements to Ribbons Vice Chairman on time.
9. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.

## **Sound Vice Chairman**

1. Arrange for sound to be set up in all halls.
2. Sound equipment should be set up under your supervision
3. If necessary, have a committee to set up equipment in advance of starting times and to dismantle or take down the sound equipment upon completion of the dance.
4. If sound equipment is to be supplied/delivered by callers, establish a time and meeting place for it to be delivered to the Hoe-Down site. Also arrange for callers to obtain their equipment upon the completion of the dance.
5. Notify callers of the delivery time and place approximately one month prior to the Hoe-Down date.
6. Where necessary, a person (caller or you) should control sound volume to maintain the best sound tone and best overall floor sound. Use aids to cover floor sound and give directions for raising or lowering the sound.
7. Submit facilities requirements (tables, chairs, etc) to Furniture & Equipment Vice Chairman on time.
8. Submit ribbon requirements to Ribbon Vice Chairman on time.
9. If an after-party is planned, arrange for separate sound equipment by possible a caller on the after-party program. Not as much sound will be needed.
10. Request or provide security for equipment when not in use.
11. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.

## Vendor Booths Vice Chairman

1. The General Chairman, Council Treasurer and Building Facilities Chairman should decide the booth rental prices taking into consideration facilities costs, security costs, and charges for tables, chairs, drapes, electrical outlets, etc.
2. Send letters to anyone you feel would be interested in having a booth at the Hoe-Down. This can be exhibitors from the previous years and those who advertise in square dance publication.
3. Ask the exhibitors to return the following information:
  - a. Name
  - b. Address
  - c. Phone Number
  - d. Email address
  - e. Type of merchandise sold
  - f. Number of tables & chairs required
  - g. Electrical outlet requirements
  - h. Number of meals required on Saturday night
4. Include in your letter to the exhibitors all the information you have. They will have questions for you. Tell them space will be assigned on a first come, first served basis. Include the commercial ad form for the printed program.
5. The contract should be explicit about the times for the actual hours of operation, when booth set up can be accomplished, and when booth should be taken down and merchandise removed.
6. Be sure everything is in writing so there will be no misunderstanding between the Council and exhibitors. **Never depend on verbal agreements.**
7. Each vendor receives 2 complimentary dinners on Saturday night.
8. Each vendor receives a \_\_\_\_\_page complimentary ad in the printed program or may apply the cost the complimentary ad to the cost of a larger ad
9. Keep the Building & Facilities Chairman advised on any problems.
10. Be sure all facility requirements are submitted to Furniture & Equipment Vice Chairman.
11. Be sure vendor's ad is submitted to the Printed Program Chairman on time.
12. Submit ribbon requirements to the Ribbons Vice Chairman on time.
13. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down notebook.



# **Services Committee**

## **Services Chairman**

1. Responsible for appointing the following Vice Chairmen with the approval of the General Chairman
  - a. Banners Vice Chairman
  - b. Greetings and Attendance Vice Chairman
  - c. Prize Tickets Vice Chairman
  - d. Registration Vice Chairman
  - e. Security & First Aid Vice Chairman
  - f. Tip Pointers Vice Chairman
2. Ensure that your Vice Chairmen understand the guidelines and duties for their particular committee
3. Approve all correspondence before sending to General Chairman for approval
4. Approve all budgets before sending to General Chairman for approval
5. Coordinate with General Chairman as to Security personnel to be used.
6. Request Vice Chairmen to notify you of any problems.
7. Insure all facilities requirements (tables, chairs, easels, etc) are submitted to Furniture & Equipment Vice Chairman on time.
8. Insure ribbons requirements are submitted to Ribbons Vice Chairman on time.
9. Insure sign requirements are submitted to Signs Vice Chairman on time.
10. Inform General Chairman immediately of any problems that develop.
11. Work closely with Vice Chairmen to eliminate any problems.
12. Write a final report no later than 30 days after Hoe-Down to be included in Hoe-Down Notebook.

## **Banners Vice Chairman**

1. Send a letter to all Council clubs requesting them to bring their Club Banner to the Hoe-Down.
2. Set up a sign-in table to record all banners brought to the Hoe-Down.
3. Have a committee to hang banners and take them down.
4. Request Services chairman to find out what facilities are available to hang banners, and any restrictions that may apply. (Such as the use of nails or hooks that go into walls etc).
5. Submit facilities requirements for Furniture & Equipment Vice Chairman. This should include not only tables and chairs needed, but also ladders and other equipment needed to hang banners.
6. Remind all clubs to pick up their banners before the end of the Hoe-Down.
7. Submit ribbon requirements to Ribbons Vice Chairman on time.
8. Submit sign requirements to Signs Vice Chairman on time.
9. Write a final report no later than 30 days after Hoe-Down to be included in the Hoe-down notebook.

## **Greetings & Attendance Vice Chairman**

1. Set up tables at front door for registration and to pass out Hoe-down Programs
2. Have registration table open to accommodate dancers that arrive early. Check with Services Chairman as to time.
3. Obtain from General Chairman the Registration Book or loose leaf pages for registration.
4. Have all dancers register and hand each couple of single person one printed program
5. Coordinate with Printed Program Chairman on delivery of programs to registration area.
6. **Do not overwork your people.** Schedule your workers for 30 minutes to one hour shifts. Ask the council clubs to provide couples to assist on registration and greeting.
7. Submit facility requirements (table, chairs, easels, etc) to Furniture & Equipment Vice Chairman.
8. Submit ribbon requirements to Ribbons Vice Chairman on time.
9. Submit sign requirements to Signs Vice Chairman on time.
10. Write a final report no later than 30 days after Hoe-Down to be include in the Hoe-down Notebook.

## **Prize Tickets Vice Chairman**

1. Arrange to have table set up near attendance sign-in for prize tickets purchases
2. Ensure at least three people at a time are present at prize tickets and coffee kitty table.
3. Have Prize Ticket table open to accommodate dancers that arrive early. Check with Services Chairman as to time.
4. Prizes will be purchased by Hoe-Down General Chairman. Coordinate with him/her on the delivery of prizes to prize tickets table on Saturday.
5. Prize tickets Vice Chairman will be responsible for sale and disposition of tickets for raffle prizes on Saturday and coffee kitty tickets Friday and Saturday.
6. Tickets for raffle prizes will be sold Saturday for drawings during announcements on Saturday night.
7. Tickets for coffee kitty will be sold both Friday and Saturday nights for drawing during announcements each night.
8. Do not overwork your people. Schedule your workers for 30 minutes to one hour shifts. Ask clubs to provide couples or ask them as a club to take the total job of the prize tickets function.
9. Submit facilities requirements (tables, chairs, easels, etc) to furniture & Equipment Vice Chairman.
10. Submit ribbon requirements to Ribbons Vice Chairman on time.
11. Submit sign requirements to Signs Vice Chairman on time.
12. Write a final report no later than 30 days after Hoe-Down to be included in the Hoe-Down Notebook.

## **Security & First Aid Vice Chairman**

1. Coordinate with General Chairman as to required time Security Officers are needed. Security Officers to be used will be furnished by Services Chairman
2. Arrange for first aid as directed by General Chairman.
3. Submit ribbon requirements to Ribbons Vice Chairman on time.
4. Submit sign requirements to Signs Vice Chairman on time.
5. Submit facilities requirements (tables, chairs, easels, etc) to Furniture & Equipment Vice Chairman.
6. Write a final report no later than 30 days after Hoe-Down to be included in Hoe-Down Notebook.

## **Singles Registration Vice Chairman**

1. Set up table for singles sign-in and ribbons. Request the Singles' clubs for cooperation in this duty.
2. Have flyers and other information to handout about upcoming singles events, both locally and statewide. Make your table interesting!
3. Submit facilities requirements (tables, chairs, easels, etc) to Furniture & Equipment Vice chairman.
4. Submit ribbon requirements to Ribbons Vice Chairman on time.
5. Submit sign requirements to Signs Vice Chairman on time.
6. Write a final report no later than 30 days after Hoe-Down to be included in Hoe-Down Notebook.

## **Teen Registration Vice Chairman**

1. Set up table for teen sign-in and ribbons
2. Have flyers and other information to hand out about upcoming teens events, both locally and statewide. Make your table interesting!
3. Submit facilities requirements (tables, chairs, easels, etc) to Furniture & Equipment Vice Chairman
4. Submit ribbon requirements to Ribbons Vice Chairman on time.
5. Submit sign requirements to Signs Vice Chairman on time.
6. Write a final report no later than 30 days after Hoe-down to be included in the Hoe-down Notebook.

## **Tip Pointers Vice Chairman**

1. Request Council clubs to furnish names of individuals to help as pointers.
2. Coordinate with District Directors at Large to have District Directors assist on follow-up with Club Presidents.
3. Have workers work 30 minute shifts, both evenings. Have enough workers to utilize all the pointers we have each tip. Determine the number available from the Furniture & Equipment Vice Chairman.
4. Notify clubs of time their people will work. Have a list in a centralized location for them to check.
5. Submit facilities requirements, if any, to Furniture & Equipment Vice Chairman.
6. Submit ribbon requirements to Ribbons Vice Chairman on time.
7. Submit sign requirements to Signs Vice Chairman on time.
8. Write a final report no later than 30 days after Hoe-Down to be included in the Hoe-Down Notebook.

# **Printed Program Committee**

# **Printed Program Chairman**

## **Printed Program Guidelines**

1. Responsible for appointing the following Vice Chairmen with the approval of the General Chairman:
  - a. Caller/Cuer & Club Ads Vice Chairman
  - b. Commercial Ads Vice Chairman
  - c. Friday Night Printed Program Vice Chairman
  - d. Layout Vice Chairman
  - e. Program Front Cover Vice Chairman (should be Council President)
  - f. Program Pocket Card Vice Chairman
  - g. Signature Pages Vice Chairman
2. Ensure each Vice Chairman understands guidelines and duties assigned for their particular committee and keep the Chairman informed of their progress.
3. Obtain bids from at least three printers. Be wary of printers with low price.
4. Set deadlines for Vice Chairmen. Should allow for some slippage. Consult with General Chairman to determine dimensions of program. A 5 ½ x 8 ½ booklet is recommended.
5. Consult with General Chairman to determine total number of pages. This total will be a multiple of the number of pages printer can run through his press in one pass. Recent programs have had 24 to 48 pages, including covers.
6. Inform Layout Vice Chairman of number of pages.
7. Consult with General Chairman to determine how many pages on non-ad material there will be.
8. By subtracting non-ad pages from the total pages, you get the number of ad and signature pages needed.
9. Refer to previous Hoe-Down programs to get an idea of how many pages to allow for signatures and subtract this number from the total of ad and signature pages needed.
10. Consult with Commercial Ads and Caller/Cuer & Club Ads Vice Chairmen to determine how many ads are to be sold and for what price. A ratio of one non-ad page to one ad page is desired.
11. Set price of ads so that about 50% of the cost of the printing is left after paying for the program.
12. Set price for each signature sheet line. (Has usually been \$1.00).
13. Obtain content of dance program from General Chairman
14. Take dummy artwork, camera-ready copy and other copy to printer. Alternatively an electronic copy (computer file) of the program may be given to the printer.
15. Review final copy with the General Chairman prior to sending to the printer.
16. Keep in close touch with printer, and proofread the proofs.
17. Pick up the printer programs and take to Hoe-Down
18. Submit ribbons requirements to Ribbons Vice Chairman on time
19. Write a final report no later than 30 days after the Hoe-Down to be place in Hoe-Down Notebook.

## **Caller/Cuer & Club Ads Vice Chairman**

1. Use same form as for commercials ads in writing up caller and club ads.
2. Appoint District Directors to secure ads from the clubs and club callers in their district.
3. Directors should have at least one old program to show callers and clubs how other ads have been.
4. Point out to the District directors which clubs and callers have consistently taken an ad. These should be contacted first. (Refer to previous hoe-downs programs).
5. It may be called to the club's attention that all of one caller's clubs may go together in advertising their clubs and featuring their caller. Suggest half pages or full page for such ads.
6. Contact the caller organization for their ads.
7. Contact callers that are not club callers.
8. Collect money at the time of selling the ad if it is offered. District Directors may point out that it would save a trip if ad was paid for at the time it was sold. Callers and clubs may be billed if they so desire.
9. Turn in sold ads as soon as possible so the Layout Vice Chairman may begin work.
10. Turn in payments to Council Treasurer.
11. District Directors should ask for payment on past due accounts when advised of this by Council Treasurer.
12. Accept no ads that mention alcoholic beverages either directly or indirectly.
13. Accept no ads that would be offensive to the dancers.
14. Submit ribbons requirements to Ribbons Vice Chairman on time.
15. Write a Final Report no later than 30 days after the hoe-down to be placed in the hoe-down notebook.

## **Commercial Ads Vice Chairman**

1. Consult with the Printed Program Chairman about the number of ads to be sold and the price to be charged.
2. Prepare and print forms to be used by sellers so as to get all information needed for layout and billing.
3. By reference to the hoe-down program ads tabulation, it will be seen that some advertisers buy ads each year. Designate someone to contact each of these advertisers. Limit the number of past advertisers to be contact by one person to three.
4. Ask each club to sell one commercial ad. This is not to be confused with club or caller ads. As an incentive to the clubs to sell commercial ads, inform clubs that all clubs are selling at least one page of commercial ads will receive a free club photo in the printed program.
5. Accept no ads for alcoholic beverages or anything that would be offensive to dancers.
6. Turn in sold ads as soon as possible so the Layout Vice Chairman may begin work.
7. Turn in payments to Council Treasurer.
8. Submit ribbons requirements to Ribbons Vice Chairman on time.
9. Write a final report no later than 30 days after the hoe-down to be placed in the hoe-down notebook.

# **FRIDAY NIGHT PRINTED PROGRAM GUIDELINES**

## **Friday Night Printed Program Vice Chairman**

1. Responsible for the printing of the Friday night dance program.
2. Use program form previous Hoe-Downs as a guide.
3. Program may be printed on one sheet of paper
4. Get content of dance program from Printed Program Chairman
5. If Feasible, use camera ready copy of Friday Night Dance program that is to be printed in the Hoe-down Program. This may save time and money.
6. The one sheet may be printed on both sides.
7. Include the following in the layout:
  - a. Number of the annual Hoe-down
  - b. Name of the Hoe-Down
  - c. Date (day, month, year)
  - d. Place (location)
  - e. Houston Square & Round Dance Council
8. Give the finished work to Printed Program Chairman
9. Submit ribbons requirements to Ribbons Vice Chairman on time.
10. Write a Final Report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

## Layout Vice Chairman

1. Primarily concerned with the placement of the contents of the printed program in the most appropriate or logical order.
2. Layout Vice Chairman or someone he/she selects should make as much of the copy as possible camera-ready if it isn't when received. This requires a bit of know-how.
3. Be careful in placement of ads so that completing ads are not next to each other.
4. Know your deadline and try to finish layout before then.
5. Determine the feasibility of having the Friday night dance program set up so that the same camera-ready copy can be used in printing a one sheet Friday program to be distributed on Friday night.
6. Printed Program Chairman will tell you how many pages the program should have.
7. It is preferable to use a computer program such as PageMaker or similar to create the program book. Providing the printer an electronic copy will reduce printing expenses.
8. Make a dummy program book that has the same number of pages, including covers, as the finished program will have. The dummy can be made of ordinary notebook or typing paper folded in the center so that it is about  $5\frac{1}{2} \times 8\frac{1}{2}$  and stapled along the fold. This dummy will let the printer know exactly where each item goes in the program.
9. Use programs from previous Hoe-Downs as a guide for layout.
10. As you begin to get the content of the program, cut out a piece of paper to the size each item will be in the program. (Example: If an ad is  $\frac{1}{4}$  page cut out a piece of paper that is  $\frac{1}{4}$  the size of a page of the program. Write on this piece of paper something like the name of the advertiser so it is easily identifiable).
11. When you know about 70% of the content of the program, make a placement of all pieces of paper you cut out in the order they will be in the program. Use a large table or floor. This will give a very clear picture of how everything is going together and where you have some open space.
12. When all ads and other content are in and it is determined that there is some open space, notify Printed Program Chairman so that the space can be filled.
13. Fill in dummy program with information from the placement of all pieces of paper on the table or floor.
14. Determine whether items of program content are to be sent printer before all items are in or wait and send everything at once.
15. Printer may want photographs first because they usually take more time to process.
16. When layout is complete, give dummy, artwork, camera-ready copy and other copy to Printed Program Chairman.
17. Submit ribbon requirements to Ribbons Vice Chairman on time.
18. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

# **Program Front Cover Guidelines**

## **Program Front Cover Vice Chairman**

1. Use previous Hoe-Down cover as a guide.
2. The following must be on the front cover:
  - a. The words "Houston Square & Round Dance Council"
  - b. The logo of the Council
  - c. The number of the annual Hoe-down
  - d. The location of the Hoe-Down
  - e. The date of the Hoe-Down must be on the cover. Include month, day, and year.
3. Printing may be in two colors on whatever color paper is used.
4. The design of the cover should carry out the theme of the Hoe-Down
5. Cover must be approved by the Council President.
6. Send completed designs, artwork or camera-ready copy to Printed Program Chairman
7. Submit ribbons to Ribbons Vice Chairman on time.
8. Write a Final Report no later than 30 days after the Hoe-Down to be place in the Hoe-Down notebook.

# **Program Pocket Card Vice Chairman**

## Signature Sheets Vice Chairman

The signature sheets are a means by which all dancers that are members of Council clubs can get their names printed in the Hoe-Down Program. It is also an excellent opportunity for the Council to increase its income. As many as 90 signatures per page are possible and, since the price has been \$1.00 per line, the income per page could be \$90. The following guidelines have been successful when followed diligently:

1. The signature sheets are of 4 ply white mill blank 22 x 28 stock, cut 3 ½ x 11 or any other convenient lengths.
2. Light blue fadeout lines are to be drawn on the sheet across the width, 3/8" apart. This will help keep the written names straight.
3. At the top of each sheet, write the club name. Use as many sheets as required to accommodate all members.
4. Furnish each club with enough sheets for the members.
5. Furnish each club with a pen having **black ink** and insist that only that pen be used. (Buy a suitable quantity of pens that are all alike. A black flair with fine point is a suitable one to buy).
6. Issue sheets to clubs at least **3 months** prior to Hoe-Down.
7. Set realistic deadline for sheets to be returned. (Consult Printed Program Chairman in setting date. (Allow for some slippage)).
8. Encourage clubs to appoint a very outgoing person or couple to be responsible for getting all of the club's members signed. (One successful method of getting signatures is to have the sheet and pen presented to each person or couple individually after the announcement has been made that the sheet is available).
9. As an incentive to get 100% of club members signed up, specify that all 100% clubs will be so acknowledged in the program.
10. Only one couple, two singles or two teens may sign on one line.
11. Collect sheets by deadline and be sure money received corresponds to the number of lines used.
12. Turn money and sheets into the Printed Program Chairman.
13. Submit ribbons requirements to Ribbons Vice Chairman on time.
14. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

# **Special Events Committee**

## **Special Events Chairman**

1. Responsible for appointing the following Vice Chairmen with the approval of the General Chairman:
  - a. Appreciation Reception Vice Chairman
  - b. Exhibitions Vice Chairman
  - c. Grand March & Protocol Vice Chairman
  - d. State Officer Luncheon Vice Chairman
  - e. Water/Coffee/Ice Vice Chairman
2. Ensure each Vice Chairman understands guidelines and duties assigned for their particular committee and keep the Chairman informed of their progress.
3. Approve all budgets and publicity before sending it to the General Chairman for approval.
4. Work closely with Vice Chairman to see that all events run on time and smoothly. **Do not have any time lags!**
5. Check with General Chairman on times of events. Remember that the Fashion Show is normally followed by the afternoon workshop on Saturday, so do not run over into their time period.
6. Submit ribbons requirements to Ribbons Vice Chairman on time.
7. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

## **Appreciation Reception Vice Chairman**

1. This reception is to be held immediately following the Friday night dance.
2. The General Chairman is responsible for sending invitations to the reception.
3. Discuss the menu with General Chairman and make all arrangements to buy, prepare and serve food. Use Council dishes and drink containers as needed.
4. Preview room where reception is to be held. This should be the club room. Arrange for decorations, if needed.
5. Select your committee to assist in the preparation and serving of the food. (Using your club as the committee has been very successful). Appointed Officers and District Directors are also an excellent source of committee members.
6. In consultation with the General Chairman and the Special Events Chairman, determine what the budget will be, and what is to be purchased for this reception.
7. Submit any bills to the Special Events Chairman for approval and forwarding to the Council Treasurer for payment.
8. Submit ribbon requirements to Ribbons Vice Chairman on time.
9. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

## Exhibitions Vice Chairman

1. There are several exhibition groups that could perform at the Hoe- Down.
2. Select one or two exhibition groups for each night. Remember, on Saturday night, the round dance cuers **can** present an exhibition.
3. Submit names of exhibition groups to Special Events Chairman for approval.
4. Set up time allowance of 5-10 minutes. **Do not take too much time away from dancers.**
5. Check with Dance Program Chairman for times of exhibitions.
6. Notify each exhibition group of their time and night.
7. Remind each group the night of their exhibition when to begin to get ready. Time is of the essence.
8. Request a 3x5 / 5x7 black & white photo of each group to be printed in the Hoe-Down Program.
9. Submit ribbons requirements to Ribbons Vice Chairman on time.
10. Notify Flyers Vice Chairman of the names of the different exhibition groups to be included on the flyers if possible.
11. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

## **Grand March & Protocol Vice Chairman**

1. In charge of lining up the dancers in the proper order.
2. Time will be arranged by the General Chairman and the Dance Program Vice Chairman.
3. Approximately 15 minutes before the Grand March is to begin, begin lining up of the dancers. On Saturday night begin about 20-25 minutes prior to the beginning of the Grand March.
4. Should line up in the following order: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, Secretary, Appointed Officers, Past Presidents (most current first), Hoe Down Chairman, Hoe Down Vice Chairman, visiting State Federation officers, and visiting Association officers, followed by the clubs.
5. Extra time has been allowed for the distribution of Grand March Banners to each group and club. Arrange to have these banners picked up from the groups following the retirement of the colors, during the welcoming remarks.
6. Work directly on the floor with the alignment of the dancers prior to and during the Grand March. Have assistants making certain the proper numbers of dancers are in each line. Coordinate with Grand March caller as to the number he wants in each line.
7. Have assistants on the floor during the Grand March to mark corners where each line is to turn. Coordinate with Grand March caller where these are to be located. Make certain the officers group is in the center of the final group facing the stage at the end of the Grand March.
8. Advise the Officers, elected and appointed, Past Presidents, visiting State Federation Officers, and visiting Association Officers of the time and place to assemble for the Grand March.
9. Provide emcee with a list of necessary protocol or any information needed well in advance to allow him/her time to familiarize him/her self with it.
10. Submit ribbon requirements to Ribbons Vice Chairman on time.
11. Notify Flyer Vice Chairman of the time of Grand March to be included on flyers.
12. Write a final report no later than 30 days after the Hoe-Down to be placed in the Hoe-Down Notebook.

# **State Officer Luncheon Vice Chairman**

## **Water/Coffee/Ice Vice Chairman (also called Hospitality Vice Chairman)**

1. Arrange to have ample coffee and water containers available in each dancing room. Be responsible for purchasing coffee, cups, and condiments that are needed.
2. Set up a committee to be responsible for various areas of the Fairground Complex to ensure that coffee and water are always available to the dancers. Do not try to do it all by yourself. There are many willing workers waiting to be asked.
3. Ice will be acquired thru the Fairgrounds. Be aware of where to pick up the ice and make arrangements to do so on a regular basis.
4. Work with the Appreciation Reception Vice Chairman and the State Officer Luncheon vice Chairman and the Fashion Show Vice Chairman on any beverage needs that they might have.
5. Submit all bills for your expense to the Council Treasurer for payment. Try to remain with the assigned budget, if possible.
6. Notify Furniture & Equipment Vice Chairman of all needs for table in each of the halls.
7. Notify the Ribbons and Signs Vice Chairmen of needs prior to the deadline for these.
8. Write a final report within 30 days after the Hoe-Down and submit it to your chairman.