

## Coordinator Checklist

Plan to arrive 6:30 on a Tuesday, 7:00 on a Saturday.

### Before the dance

- Check in with the church staff and sound crew.
- Introduce yourself to the band and caller (find out who is actually present and what instrument each band member plays).
- Review the evening's program with the talent: start time (Tuesday: 7:00 for the advanced workshop, 7:30 dancing for all; Saturday: 7:30 for the beginners' workshop (most weeks), 8:00 for the main dance; announcements (after the next-to-last dance before the break—approximately 8:30ish Tues, 9ish Sat); break time (8:45 Tues, 9:15 Sat) and end time (10pm Tues, 10:30 Sat).
- Put a tray with a pitcher of water or a bottle of seltzer and cups at the back of the stage for the talent.
- Set up:
  1. Erect a table to serve as the "Front Desk."
  2. Get nametag paraphernalia and set up the small wooden table (stored on the stage) for nametags.
  3. Set up another table at the back of the hall for flyers, and put the flyers out for browsing, putting each stack of flyers on top of its labeled folder. Put out the binder with the Board meeting minutes and the Comments box and comments cards.
    4. Door: Check in with door folks. Make sure they have the form to fill in about the money for the evening, and contracts (usually in the blue binder) or information about paying the talent. If contracts are not present, check figures with the talent.
    5. Chairs and coats: Set some chairs out under the balcony, and a couple in the hallway at the bottom of the stairs, with some brushes for shoes. If it's a night for coats, find the pole leaning up on the stage (stage right, behind the proscenium); separate the two chair racks and lay the pole between. Find the three cardboard boxes with hangers (in the Lost and Found cabinet) and hang the hangers on the pole.
    6. Lost & Found: If there is anything in the day's Lost & Found box, set it out on top of the freezers in the kitchen.
    7. Refreshments: In case the food volunteers didn't get a copy of their checklist of duties or didn't bring it, find one in the binder to give them. (They should give it back to you at the end of the evening with notes about the state of supplies.) First thing, either you or they will check the cabinet to be sure there are enough supplies and if necessary replenish at a nearby supermarket (12th & 6th or 14th & 8th). Then have refreshments volunteers set everything up before the dance begins.
    7. Start compiling Announcements: See back of this sheet for the Announcements checklist.

### During the dance

- Watch where people are putting their stuff, encouraging them to use the coat rack, to drape things over the folded-up tables under the windows, and to push things under the chairs and tables, and discouraging them from piling things around the water cooler, on the seating, on the flyer table, and in front of the fire exit. If you don't catch them before they have left stuff in a stupid place, feel free to move it.
- Door: Check in with door folks throughout the night. On Tuesday between 7 and 7:30, in particular, be prepared to help the door person guide newbies away from the experienced workshop.
- Be aware of any non-dancing observers, and if you see that they are dancing remind them that they need to pay.
- Refreshments: Approximately 8:45 (Saturday), check in with the food volunteers that everything is ready.
- Announcements: After introducing the band and caller and the night's volunteers (using the checklist), introduce yourself and invite people to come to you with comments or questions, or to use the Comments box. Afterwards, check in with door volunteers to gather payment for band and caller.

### During the break

- Take the mike quickly to remind people about break dancing.
- Check that food is going smoothly.
- Deliver payment envelopes to the band and caller.
- Give "occasional" door volunteers their free pass.
- Be on hand to help the door volunteers deal with first-timer passes and encourage first-timers.
- Be prepared to sell gift certificates.

After the break

- Door: Release door volunteers after the second dance. Check that the paperwork has been completed correctly and double-check the money. At the end of the dance, you will put it in the drop box bolted inside the admin cabinet.
- Refreshments: Check that food has been put away and the kitchen is clean. Tables should be wiped and floor swept. Collect the food volunteers' checklist about the state of supplies.

After the dance

- Take the mike to thank band, caller and dancers for a great evening, remind everyone that the hall needs to be cleared by 11 pm Sat and 10:30 Tuesday, and enlist dancers to help put away chairs, tables and flyers.
- Return chairs, the pole and the hangers to their original places. Make sure the windows are closed.
- Collect any abandoned property, make a note of what it is, and put it in the TUESDAY or SATURDAY box in the Lost and Found cabinet. Empty the Comments box; you will note any comments in your report.
- Make sure things are put away in the right places, and lock the cabinets.
- Within a day or two, write a coordinator's report on the dance and e-mail it to the board and to the Saturday volunteer scheduler. Include the following information:  
 How many people do you think were there? \_\_\_\_\_  
 How much money was in the envelope? \_\_\_\_\_  
 How many first-timer passes were issued, and how many redeemed? \_\_\_\_\_  
 What supplies need to be replenished? \_\_\_\_\_  
 What items did you put into the Lost and Found cabinet? \_\_\_\_\_

Other Responsibilities: If there are any problems you are responsible for helping resolve the issues. Do the best you can, while maintaining a positive atmosphere. If there is someone whose behavior is inappropriate to the point that in your judgment they should not stay, discreetly ask board members or other volunteers for input and possibly to help peacefully escort the person out. Emergencies: In an emergency call 911: The address is Church of the Village, 201 W. 13th St. (at 7th Ave.), New York City. Send someone upstairs to tell the church staff, and to wait outside for emergency personnel. There is a first aid kit in the rolling cart with the door supplies, for minor injuries.

**Thank you for working tonight's dance!**

**ANNOUNCEMENTS**

|                |                  |
|----------------|------------------|
| CALLER _____   | _____            |
| MUSICIAN _____ | INSTRUMENT _____ |
| MUSICIAN _____ | INSTRUMENT _____ |
| MUSICIAN _____ | INSTRUMENT _____ |
| MUSICIAN _____ | INSTRUMENT _____ |

Upcoming CDNY Regular Dances:

English \_\_\_\_\_  
 Contra \_\_\_\_\_

CDNY Special Events or Other Notices

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First Timer Passes: If this is your first time at CDNY, WELCOME. We'd like for you to come back, and the next time is on us. Please see the door people at the break to pick up a pass to come to the next dance for free. (Because we have to clear out of the hall quickly at the end of the dance, the break is your last chance.)

Volunteers (by name if time allows)

Sound \_\_\_\_\_  
 Door \_\_\_\_\_  
 Refreshments \_\_\_\_\_  
 Break Dancing \_\_\_\_\_

Lost and Found (if there is any, invite people to check out the freezer in the kitchen)

Gift certificates: You can give the gift of dance with a CDNY gift certificate. Ask me at the break.