

Cleaning up after a dance:

What to do	When to do it
Put away door materials, except for the "first-timers clipboard"	Door people do this just before they go off duty, after the second dance after the break
Pick up the brushes and chairs and sign from the hallway and put them inside, ready to stow when the dance ends	Any time after the break
Put flyers away except for key CDNY flyers	Anytime after the break
Check to see that the kitchen/food area has been cleaned up except for a few leftovers – remind the food person if not done	No more than two dances (half an hour) before the end
Take down any signs on the wall	Any time before the end
	After caller and band have been thanked
Close windows	
Turn off and stow fans	
Put chairs away	
Put door box away and stow door table	
Finish clearing food table and put food carrier away, noting what is needed	Food person should do, coordinator check
Throw away leftover cups and other trash, put food/drink table(s) away	
Encourage people to keep moving	
Remove any comments from the Comment box and put it away	
Put evening's proceeds in lock box once the stage has cleared enough to reach it	
Put remaining flyers away and take flyer box and any posters to the stage; put table away	
Put nametag materials away, and carry table to stage	
Do a preliminary lost and found sweep, putting things in a pile on stage so they can be found if someone is looking for them	
Put coat rack pole and hangers away, hanging remaining coats on the chair racks	
Put items remaining in lost and found pile away, noting what they are	
Do a final check: <ul style="list-style-type: none"> - Proceeds in the lock box? - Remove comments from box, to share? - Brushes, chairs, sign in hall put away? - Check to see what food/drink is needed? - Windows closed? - Everything, including lost and found, put away and cabinets locked? 	

On Saturdays it is recommended that the Coordinator not dance at least one dance in the second half, in order to get a head start on the list above.