

# DANCE SPONSORSHIP RESPONSIBILITIES

## Scheduling:

Dances are scheduled in the spring along with the budget planning process. Clubs who have a large financial need and the student resources to sponsor a dance are given consideration when scheduling.

## There are two kinds of dances:

A. After-game Dances: Friday or Saturday night dances which follow a football or basketball game.

B. Special Dances: These are Saturday night dances which include Homecoming, Sadie Hawkins, MORP, and Spring Prom

## Sponsoring an After Game Dance:

Organization and Planning

*Meet with your club members and establish committees*

### A. Advertising

- 1 Each club is responsible for its own advertising. A theme is fun.
- 2 Utilize the inside and outside reader boards. Request this through the Activity Coordinator.
- 3 All flyers and posters must be removed the Monday after your dance. Visuals which are in bad taste, poorly made and poorly hung will be taken down.

### B. Chaperones

- 1 Obtain adult chaperones
- 2 An administrator will be there to assist
- 3 Advisors are required to attend
- 4 Have members of your committee meet and greet chaperones
- 5 Please advise chaperones as to their duties
- 6 Send thank you notes following the activity

### C. Tickets

- 1 Advance ticket sales are not necessary
- 2 One adult and 2 students are needed at the door
- 3 Don't forget guest passes

### D. Clean Up

- 1 All members should help in clean up. A good idea is to let club members in for free, but to charge them \$3.00 if they leave early and are not involved in clean up.

A Decorations (Optional)

B Entertainment