

# Setup for Big Scioty Dance

The dance coordinator and helpers should arrive by about 6:30 and plan to stay until everything is put away after the dance, unless there is a separate crew to do teardown.

1. Doors should be unlocked, if not ring the doorbell for the custodian or call Dave Notman who arrives early to set up sound (614-769-7735)
2. All supplies are in the closet in the storeroom on the right side of the stage. There is a door from the storeroom to the stairway but it's usually locked, so enter from the stage.
3. Put the big "DANCE" sign outside on the sidewalk and the skinny welcome sign at the top of the stairs.
4. Set up tables: one immediately to the right of the entrance for sign-in, one for flyers along the opposite wall, and two centered next to each other on the upper level across from the stage, for snacks and drinks. All other tables should be folded up in the storage closet by the band.
5. Set up chairs: a couple of chairs by the sign in table, a few in the corner near the flyer table, and a several rows on the upper level on either side of the drink tables. The rest should be hung on the chair racks.
6. Folding partitions (for sound enhancement): Dave will have one or two set up behind the band; volunteers can set the other two up along the end wall in front of the windows.
7. Open windows: there are a few windows that open, two on the end of the room and one on the upper level. There's a long stick to help open them, sometimes in the hall, a corner, or the storage closet. If you haven't done this before, ask for help – it's easy to break the windows.
8. Fans: there are several fans in the storeroom; some on the floor and some on the closet shelves; set them around the room where you find outlets.
9. Drinks and snacks: bring the yellow jugs from the storeroom closet and fill both jugs with cold water in the kitchen. There is a rolling cart to help transport them to the snack table. Borrow a couple of pans from the kitchen to use for drip pans. Put the jugs on the snack tables with drip pan on the floor under the spouts. Bring out the box of cups and other snack supplies in the storeroom closet. Make sure there are markers attached to each jug for writing names on cups.
10. Trash can: bring a large trash can from the kitchen area to the snack area.
11. Sign-in and flyer tables: There is a box in the storeroom closet for the sign-in and flyer tables as well as a cash box. The sign-in table should be set up with:
  - cash box (which should have \$100 in change);
  - clipboards and forms for "sit at the door", "get on the email list", Meetup sign in, and membership forms
  - price sign, name tags, pens and pencils
  - hand sanitizerThe flyer table should be set up with current dance flyers, making sure the Big Scioty dance and membership flyers are easy to find.
12. Welcome the caller, band members, and dancers as they arrive. Be ready to take money by at least 7:15 when people arrive for the beginner lesson. If no one signs in to take over at the first dance at 8:00, don't be afraid to ask! Current prices are on the small sign. Checks can be made to Big Scioty Contra Dance. You can also take membership money with a membership form attached to the money.

**Schedule:**

- 6:30 – 7:30 sound crew setup
- 7:30 – 8:00 beginner's workshop
- 8:00 – approx. 9:30 dancing, followed by a waltz
- Announcements before the last contra before the break*
- 9:30 – 9:45 break
- 9:45 – 11:00 more dancing, followed by a waltz.
- 11:00 dance ends, cleanup starts
- 12:00 or before – lights out!

## Teardown

Empty water jugs and drip pans. Make sure all trash is picked up and windows are closed. Restore all fans, supply boxes, signs and partitions to original locations. If we are low on supplies (cups, napkins, sanitizer), let Ellie or Martha know.

There is a church employee who usually comes in and sets up the tables and chairs to a special Sunday morning arrangement, so we usually move tables and chairs to the main floor so he can arrange them, rather than hang them up.

Questions? call Ellie 614-395-2196 or Martha 614-614-562-4974

