

<b>ASCDS FESTIVAL - Afternoon Host Responsibilities</b>			
When	What	Who	Notes
<b>9 months</b> in advance	Participate in choice of massed dances meeting (August).	Host representative	
	Choose round the room dance.		
	Arrange for someone to open festival.		
<b>4 months</b> in advance (for January meeting)	Choose florist (£50 budget) (flowers for stage, MC buttonhole, and gift to honoured guest).		
	Organise First Aider for afternoon with certification.		Can ask committee for help from other groups.
	- copy of certification to go to school liaison.		
	Nominate MC for afternoon.		
<b>2 months</b> in advance (after March meeting)	Write festival programme.		Often actually done by Ian.
	Print festival programme.		Often actually done by Debbie.
	Seating plan based on number of dancers and spectators indicated + 10%.		Often actually done by Ian.
	Determine order of grand march and arrangement of groups on floor for massed dancing, send to secretary.		
	Arrange for back up sound system.		Often David and Debbie's kit.
	Confirm music with band including grand march, massed dances (including number of repeats), demonstrations and evening dance.	Host to provide single point of contact with band.	Could also be Secretary.
	Ensure band sends proof of PAT testing to school liaison.		
<b>6 weeks</b> in advance	Check all equipment e.g., Labels, blue Tak.		
	Take part in school visit - points to cover include seating, changing rooms, assembly point, power points. provision of hot water, table for raffle (if		

	happening) and when band might arrive.		
<b>On the Day</b>	Distribute on day tasks to group members.		
	Put up banner at gate.		
	Confirm school has put out chairs as per seating plan.		
	ASCDS shields on stage.		
	Flowers on stage.		
	Provide flower buttonhole for MC and flowers (or other gift) for whoever is opening festival.		
	Distribute one programme per chair, and several on stage.		
	Mark out hall (e.g. 3 columns of 5 sets, each set 7' wide by 10' long), including position of 1st couple in top set for each column.		
	Set up table for raffle (if happening).		
	Ensure adequate ventilation in hall.		
	Label seating as per plan.		
	Label toilets and changing rooms.		
	Act as stewards and Marshall dancers for grand parade.		
	Welcome and look after band.		
	Collect litter.		
	After festival, take down banner from gate		
	Gather up ASCDS paraphernalia after festival and pass onto next year's hosts.		
Pass on any expenses to treasurer.			