

## ASCDS FESTIVAL – All Participating Group Responsibilities

When	What	Who
<b>2 months</b> In advance (by March meeting)	Submit festival entry form including number of teams, number of dancers and spectators, and demonstration if applicable.	ASCDS Representative or Team Leader
<b>1 month</b> In advance	If giving a demonstration: - 50 words describing demonstration to be sent to secretary. - Back up track as .mp3 file to be sent to secretary. Names of festival dancers + spectators to be sent to school liaison.	ASCDS Representative or Team Leader
<b>Day before</b>	Encourage poorly dancers to stay home,	ASCDS Representative or Team Leader
<b>On the Day</b>	Remember banner. (Remember quality raffle prize if raffle happening) Bring your own mug. Names of festival dancers and names of spectators (two lists preferred) to be handed to school liaison (to satisfy school's fire safety policy) Names of evening dancers (alphabetical order preferred) handed to evening host before evening dance (to satisfy school's fire safety policy)	ASCDS Representative or Team Leader