

ASCDS FESTIVAL - Committee Responsibilities			
When	What	Who	Notes
12 months In advance or more. (Before previous festival)	Choose Hosts	Committee	
	Book school	Treasurer / School Liaison	School liaison is also usually Ian
	Book band - choose single point of contact with band.	Secretary or afternoon host	
	Arrange event insurance.	Treasurer	
9 months in advance (Over Summer)	Ask membership for possible massed dances.	Secretary	
	Arrange meeting and choose massed dancing programme (August)	Representatives of afternoon and evening hosts and representatives of committee officers	
	-choices confirmed by committee at subsequent September meeting.	Committee	
	Massed dance choices distributed to groups.	Secretary	
	Practise tracks generated.	Volunteer(s) from committee	
	Practise tracks distributed to groups.	Secretary	
4 months in advance (January meeting)	Groups asked if entering teams for massed dancing and/or demonstrations	Secretary	
	Approval of evening dance programme at January meeting.	Committee	
2 months in advance (March meeting)	Group entries / demonstrations / number of dancers and spectators received.	Secretary	
	Arrange order of demonstrations between massed dancing groups at March meeting.	Committee	
	Arrange demo teams practise times for on day at March meeting.	Committee	
6 weeks in advance	Arrange for school visit (earliest school will allow it)	School liaison	
	Send seating plan to school	School liaison	

	Send out order of grand march and hall layout including seating plan to participating groups.	Secretary	
	Ensure school has First Aider certificates.	School liaison	
	Ensure school has band's PAT testing certificates.	School liaison	
2 weeks in advance (End April)	Send 50 words about demonstrations to afternoon MC.	Secretary	
	Send demonstration backing tracks to host group or whoever is providing music back-up.	Secretary	
On the Day	Provide any help requested by hosts.	Committee	