

ASCDS FESTIVAL - Evening Host Responsibilities

| When | What | Who | Notes |
|--|---|---------------------|--|
| 9 months in advance | Participate in choice of massed dances meeting (August). | Host representative | |
| | Choose evening dance programme (18 dances including 1 S, 1 R and 1 J from afternoon programme). | | |
| 4 months in advance (for January meeting) | Present evening dance programme to committee for approval at January meeting. | | |
| | Organise First Aider for afternoon with certification. | | Can ask committee for help from other groups. |
| | - copy of certification to go to school liaison. | | |
| On the Day | Feed band (£50 budget). | | |
| | Provide tea and coffee during interval between afternoon festival and evening dance. | | 1 or 2 people responsible. Does not have to be for entire duration of interval - e.g., 5:30pm to 6:00pm. |
| | Provide refreshments at evening dance interval: tea, coffee, wrapped biscuit. | | |
| | Record who attends evening dance and pass list to school liaison. | | |
| | Raffle (if raffle happening) including electronic transfer of monies collected to ASCDS. | | |
| | Ensure band have sufficient refreshments during evening. | | |
| | MC for evening, with recaps. | | |
| | Pass on any expenses to treasurer. | | |
| | Take-away any litter generated. | | |
| | Look for lost property (changing rooms, main hall, eating area) before vacating venue. | | |
| | Assist band to pack up as required, wait for band to leave before vacating venue yourself. | | |