

DUTIES OF DANCE NIGHT VOLUNTEERS

Opening and Closing the Building

The Vice President oversees

- Opening the doors at 5:00 pm,
- Locking up all exterior doors and windows, and
- Setting the alarm at the end of each dance.

Decorations (On Hold Until Further Notice)

- Be at the hall at 5:00 pm to start decorating.
- Decorate the hall - no tape or pins in walls.
- Put out the club banner and sound enhancement equipment.
- After the dance - put away all decorations.

Greeters

- Be at the hall by 5:30 pm. If unable to stay the entire evening arrange for a replacement.
- Wear Host or Hostess pin, from the Treasurer.
- Greet all dancers and guests as they arrive; make them feel welcome.
- At the end of the dance, thank all for coming and ask them to come again.
- Before leaving, return pins to Treasurer.

Kitchen (On Hold Until Further Notice)

- Be at the hall at 5:00 to start setting up.
- Prepare coffee and hot water for tea; set out tea bags.
- Fill water containers with ice and water.
- Set out cups, plates and napkins.
- Help arrange food and keep area clean.
- If club utensils are used, keep track and clean them at the end of the dance.
- Wipe off tables and spills on chairs.
- Replenish water, cups, plates and napkins as needed.
- Near the end of the dance, place food on the Treasurer's table for easy pick-up.

Clean-up

- All help return hall to original condition.
- Take down and store Treasurer's table and Caller/Cuer table.
- Take down coat rack and return to storage by Hopper cabinets.
- Straighten chairs and tables.
- Dispose of trash in dumpster in parking lot behind the kitchen.