

USA West Square Dance Convention – Policy

Director of Services

The General Chairman appoints the Director of Services. The position is one that ties all elements of the convention together. Because of the importance of providing the many, rooms, halls, tables, chair, sound, Vendor space, Registration areas and many other items and equipment, the Director must work closely with the General Chairman and all Directors in the planning and presentation process.

All contracts that are necessary for services must be approved and signed by the General Chairman. No verbal commitment will be made to service providers by any service committee members. Everyone must be made aware of this requirement early on and review it regularly in the planning process. Everyone must be especially careful at convention set up time to follow this requirement.

A request form for services needed from all committees should be provided to each Director well in advance of the convention set up date so that their individual needs can be met. Any extra cost items beyond the original facility set up agreements must be approved by the General Chairman.

Hall set up and sound equipment needs must be coordinated carefully with the Directors of Square, Round and General Dance Programs as well as Education needs.

It's important to mention the need for water stations in or near each dance hall.

Records of hall and education room breakdowns, numbers of halls used with the square footage of each is important information that must be included in the Final Report to the General Chairman at the completion of the convention.