

GUIDELINES
FOR
DIRECTOR OF REGISTRATION
AND HOUSING COMMITTEE

The most important requirement of this position is that the dancers be kept satisfied and must be handled with extreme patience. This is the first contact for most of the dancers with the Convention and it is imperative this Committee handle each dancer's registration and housing request (if applicable) promptly and efficiently.

DIRECTOR OF REGISTRATION & HOUSING COMMITTEE – QUALIFICATIONS

1. Patience
2. Continued Patience
3. Extreme Patience

DIRECTOR OF REGISTRATION & HOUSING COMMITTEE – JOB DESCRIPTION

1. Make the decision with the General Chairman, whether or not registration and housing will be computer managed or kept manually.
2. Appoint a Chairman of Registration
3. Appoint a Chairman of Housing
4. Appoint a Chairman of RV's
5. Appoint a Secretary (to record Minutes of Meetings and possibly assist with letter writing).
6. The Committee will meet with the General Chairman and Committee Directors to fully discuss and decide upon general handling policy for registrations, housing and RV's.
7. A decision must be made about Housing. It can be handled several ways:
 - A. Vice Chairman of Housing and Committee Vice Chairmen perform all phases of Housing.
 - B. If the Convention and Visitors Bureau has a Housing Division, a request could be made for them to assist or to perform the job.
 - C. The Convention Registration form will list the host hotels/motels with telephone numbers and instruct registrants to call by a certain date to receive a Convention discount.
 - D. Other methods and suggestions may be gathered from the USAWEST Policy Board (WPB) members, past Convention Final Reports, and fellow dancers.
8. If B (above) is chosen, close contact with the Hotels/Motels must be maintained by the Director of Registration and Housing to ensure that all promises and commitments agreed upon are remembered and understood by all concerned.
9. Make sure there are no hang-ups from the time Advance Registration is received until completely processed and confirmation sent back.
10. Coordinate the work-flow between the three Chairmen.

11. Keep all lines of communication open.
12. Furnish a monthly release to Director of Publicity to show up-to-date state by state, and foreign country registration count. Might also include number of hotel/motel rooms still available, and number of unfilled RV spaces.
13. Keep the General Chairman fully advised if any problems develop and what is happening within the committee.

GUIDELINES FOR CHAIRMAN OF REGISTRATION COMMITTEE

The Registration Committee really has two different jobs. The first is to promote and process advance registrations and the second one is to accept and process registrations at the door at convention time.

CHAIRMAN OF REGISTRATION COMMITTEE – QUALIFICATIONS

1. Appointed a minimum of 18 months before the Convention.
2. Attend upcoming Conventions before your own to observe and discuss with previous Convention Registration Committees any problems which were encountered and the solutions which were developed.
3. Helpful to have had previous experience working registration for a large event.

CHAIRMAN OF REGISTRATION COMMITTEE – JOB DESCRIPTION

1. Select an Assistant Chairman.
2. Vice Chairmen selection requires knowledgeable and capable workers. They will be the trainers of all other Committee workers.
3. Select Vice Chairman of Advance Registration/ Packet and Badge Pick-up (On Site)/At-Door Registration (On Site)
4. Select a Vice Chairman of Badge Preparation/ Ribbons
5. Select Vice Chairman of Cash Handling (Pre-Convention and Convention)
6. Select Vice Chairman of Statistics and Reports (Could be Assistant Chairman)
7. Select Vice Chairman of Computer Liaison if needed.
8. Appoint Secretary (to record Minutes of Meetings and possibly assist with letter writing).
9. Discuss and work with the Director of Registration and Housing and the Vice Chairman of Badge Preparation to design the Convention Badge.
10. Take badge design and ideas and suggestions to the General Chairman and the Board of Directors for final approval.

11. Registration forms need to be finalized with correct Convention information. Form has been standardized and should not be changed as to format. Be sure forms are correct and updated with all required information areas. It is required that the phrase "APPROPRIATE ATTIRE FOR THE INDIVIDUAL DANCE HALL" must appear on all registration forms, receipts, advertisements, etc. Space is to be provided for the registrant to order the Convention Program Book, Cook Book or other special features.
12. A proof copy of the Registration Form must be shown to and approved by the USAWEST Policy Board (WPB) Members no later than at the Pre-Convention Meeting 15 months before the Convention date.
13. Suggested amount of Registration Forms to order from a Professional Printer is 8,000 TO 10,000. You may expect to receive one registration for every ten handed out.
14. Attend Pre-Convention meetings to meet counterparts and to learn about the problems and solutions they encountered.
15. Meet with WPB Advisors if the opportunity arises to discuss problems and solutions with them.
16. Recruit a staff of willing workers to begin working at the Pre-Convention (approximately 15 months ahead of Convention) and to continue working at the Convention (one year ahead) and until the cut-off date registrants have been handled. Same staff will be needed to handle those registering at the Convention.
17. Work flow is vitally important between Chairman of Registration and the Housing Chairman.
18. Furnish a monthly release to the Director of Registration and Housing for publicity purposes, showing up-to-date, state by state registration report. If feasible show the number of hotel/motel rooms available as well as available RV sites.
19. Work with the Vice Chairman of Advance Registration/Package and Badge Pickup/At-Door Registration to determine facility needs for the Convention. Tables, chairs, counters and other properties should be requested through the Facilities Committee, under the Service Director. Make requests as early as possible, and plan well in advance. Make the request in writing and keep a copy. A rough sketch of the way you want the booths arranged will be very helpful.
20. Records must be kept-up-to-date so that at the close of the Convention statistics can very quickly be compiled and turned over to the General Chairman for inclusion in the Final Report.
21. Keep a chart or map showing the states and foreign countries registrants will be coming from with a total figure. While unofficial it is of interest to all dancers.

VICE CHAIRMAN OF ADVANCE REGISTRATION/PACKET AND BADGE PICKUP/AT DOOR REGISTRATION – JOB DESCRIPTION

1. Will receive and process registrations.
2. Select Assistant Vice Chairmen to assist with the various tasks.
3. Discuss and plan the badge design with the Chairman of Registration and the Director of Registration and Housing.
4. Do not have too many work sessions with the committee in the early months prior to Convention. A weekly session may be satisfactory to get all the registration work done, confirmations mailed and letters written. It can be determined as the work load increases or decreases.

“SELLING” ADVANCE REGISTRATION

1. There should be several committee members who travel around to go to clubs and festivals to “encourage” and sell advance registration.
2. All dancers, callers, leaders, committee members, USAWEST Policy Board members, exhibition groups, panel participants, and everybody who attends must pay the standard registration fee. Exhibitors (vendors) fee includes the booth space and two people’s registration fees; however additional workers in the booth must pay the normal registration fee.

SUPPLIES REQUIRED FOR PROCESSING ADVANCE REGISTRATION

The following items have been found most helpful to any Registration Committee to process registrations. Each Convention has its own requirements; however this list may be of some help:

1. Zip Code Book to verify town, city, street spelling and Zip Code. Can be purchased from Post Office.
2. Adding Machine with printout tape.
3. Copy machine (For Registration Committees Use Only) – necessary to make copies of original. There should be two sets of registration and related forms – one as the main set, and a second (backup) set at a different address in case of loss.
4. Large supply of pencils, pens, felt pens, pencil sharpener, staples, stapler, staple remover, paper clips (various sizes), rubber bands, scratch paper, self inking date stamps, Liquid Paper (for corrections) and miscellaneous office supplies, If using computers for registrations, lap tops or computers would be helpful.
5. Postage stamps or postage meter, return address stamp, self-adhesive labels and envelopes for mailings. Window envelopes may save time.
6. Large amounts of hard candy or something similar for both the registrants and workers to enjoy. Try not to supply anything that will make a mess. Anything left over can be used elsewhere.

START OF ADVANCE REGISTRATION

1. Advance Registration can start at the Pre-Convention Meeting, prior to the Convention, for dancers attending the Pre-Convention activities.

2. Arrange for and man a booth at the convention held one year prior.
3. Take a sufficient number of forms to that convention. Make sure the Publicity Committee, works with the Registration Committee to prepare packets of Registration forms and Publicity items for all USAWEST Policy Board (WPB) Members, state associations, federations, callers, leaders, clubs, and interested dancers to take home a supply for use in their areas.
4. Assist the Publicity Committee to prepare packets for mailing to all areas of the United States and foreign countries.
5. Establish a policy as to when the confirmations of Registration will be sent out, whether at time received, or one year prior to the Convention.
6. An early printout of those registered may be helpful to various committees (Tour, Shuttle Bus, RV, etc.) to get an idea of how many dancers plan to use the features offered.

TRACKING A REGISTRATION FORM RECEIVED IN MAIL AND OPENED BY REGISTRATION CHAIRMAN (OR DESIGNATED PERSON(S))

Prepare a Flow Chart so that the entire working group can make themselves thoroughly familiar with the step by step movement of the Advance Registration Form from the initial pick up at the Post Office or online (if available) through to completion.

- A. Upon receipt of a registration form, one or two persons should be responsible to scan, sort and separate the forms into four designated categories:
 - a. Process immediately: everything is OK on form and payment.
 - b. Hold for additional information.
 - c. Special considerations – caller/leader, exhibition group, exhibitor (vendor), etc.
 - d. Return to sender – lack of major items, such as fees, names, incorrect information, etc. Prepare a form letter to send back with the returns. This can be handled by each Convention's discretion, whether to keep registration information and request items needed or to send all back.
- B. Number, either by stamp or by hand, every Advance Registration form and every check with the registration number.
- C. Information verified, and money checked against information shown on form. A columnar type of information sheet is recommended.
- D. A tally sheet is prepared listing the registrations received in that one day. These tally sheets should be numbered in sequence to avoid misplacing or losing one, and it is recommended that each sheet be considered a complete batch and not carried forward. If more registrations than the Tally Sheet can hold are received that day, use one or two more sheets and list each as a separate batch. If information is incomplete, or money not correct the registration form might be set aside for correspondence, or the incorrect registration could be processed and the wrong information entered (with an

identifying mark to indicate that correction is required after correspondence with registrant). This is a decision that each Convention needs to consider.

- E. A copy of the Tally Sheet with accompanying remittance may be forwarded to the Treasurer for deposit, or Registration may have authority to deposit to a central account.
- F. The registration blank might be copied and copies furnished to other committees which need information from it. Prompt supply of printouts to the committees needing the information (Housing, Program, Education, Exhibitions, etc.) will be appreciated if the Convention does not have online viewing capacity.
- G. If the Convention or Convention and Visitors Bureau, is handling housing, then, the Housing Committee should receive a copy of the registration form for processing of room assignments, and then later on can either report those assignments to the Registration and Housing Director or enter the assignments into the online registration when their workload has eased, so that at convention time a printout can be made showing where the registered dancers will be staying.
- H. Check with postal authorities to see how much information you can include with the confirmation.
- I. The confirmation is sent back to the registrant. May include a letter of thanks for registering, ribbon, blank registration form, Special Event flyer, Tour Brochure, etc. Prompt handling of confirmation will be helpful or registrants will be telephoning, emailing or writing.
- J. If cancellations are received, notice of the cancellation must be routed to the committees of concern, so that records can be corrected. The registration form shows the date after which no refund will be given, and states that a charge per person will be made for changes and cancellations.

REGISTRATION ONE YEAR PRIOR TO CONVENTION

- 1. The preceding Convention Committee will provide a booth in a prominent location for the official beginning of registration.
- 2. Have sufficient trained personnel in booth, but do not over-crowd.
- 3. Trained personnel can assist inexperienced volunteers to make sure all information requested is not overlooked.
- 4. Make sure volunteers understand all portions of the registration form.
- 5. Have plenty of registration forms in booth to be distributed to persons requesting them.
- 6. Have confirmation forms available to be filled out by hand and given to the registrant. This saves time and postage.
- 7. If possible, have a separate room close by the registration booth to count money, store necessary items, do accounting, etc. If not available, perhaps an area could be curtained off.

8. Have the Vice Chairman of Cash Handling or an authorized member of the Registration Committee or a member of the Business Committee pick up the cash in a timely manner so that too much cash does not accumulate in the booth. The existing Convention's Business Committee should be able to make arrangements with the Convention bank to receive money and checks if this is the plan.
9. Be sure to have any office supplies as needed.

PREPARING BADGE PACKET

1. A month prior to Convention start preparation of Badge Packets.
2. Packet/Envelopes will hold the registrants badges, self adhesive labels with registrant's names, registration number, city, state or foreign country, number of past conventions attended, and perhaps free advertising tickets. An adhesive label affixed to the packet/envelope will show the Advance Registration number, the registrant's name, city and state. It should be coded to show if a Program Book, Cook Book, special tickets or other items requested are to be given out. Do not attempt to package everything up ahead of time – there will not be enough space available to store all of it.
3. The self adhesive labels may be prepared by using a computer or a badge label machine, if available.
4. About 200 registration Packets each can be alphabetically boxed and transported to the Convention.

AT-DOOR REGISTRATION

1. Plan and prepare to handle a volume of registrants, who will began to appear on Tuesday and Wednesday, and will continue to arrive until the last evening is nearly over.
2. If dancers come who have not registered in advance, they must be registered and a one day fee of not less than fifty percent (50%) of the full convention fee collected. Procedures need to be worked out so that during rush hours the lines do not get too long.
3. Work closely with Vice Chairman of Registration, Director of Registration and Housing, Vice Chairman of Cash Handling, and the Treasurer for Business Chairman to co-ordinate collections at door, and to decide how to handle the money and security.

AT CONVENTION/ADVANCE REGISTRATION/PACKET AND BADGE PICKUP/AT DOOR REGISTRATION

1. All booth facilities should have easy accessibility, and not be in an area which is in conflict with other working groups. Give everyone who is qualified a chance to help out, always under the guidance and supervision of experienced personnel.

2. Chairman of Registration should brief the personnel each morning to ensure that everyone is familiar with what is required for the efficient operation of the booth(s).
3. In the Registration Booth area, plan an operation for the speedy handling of the registrants. Orderliness is the prime concern, and the windows or tables or counters should be plainly designated in alphabetical order by states and then registrant's name.
4. It is suggested during rush hours a knowledgeable person direct traffic to the proper booth window/table or counter.
5. Crowded conditions curtail efficiency in the registration area if there are too many workers. Have separate booths or windows for the at-door registration. Utilize other booth/window areas if they are not busy.
6. 10% of all registrants may want to pick up their packets on Tuesday. It is suggested to have a skeleton crew on duty from noon until 5 PM.
7. It is suggested that registration booths/windows be open at 9:00 AM on Wednesday through Saturday. Booths/Windows may be open Wednesday until 10:00 PM, and Thursday and Friday 8:30 to 9:00 PM. Saturday the area can close down as early as is feasible. Publicize what the hours will be for each day.
8. Have all ordered items in the booth for distribution with the Registration packets. If confirmation and packet do not agree, refer problem to a troubleshooter at another booth/window so that others do not have to wait until it is resolved.
9. A badge repair station may be handy as pins break or may not be attached firmly.

VICE CHAIRMAN OF: BADGE PREPARATION

The design of the Convention badge is usually a very personal thing with each convention. Many times it reflects a unique or interesting aspect of the area, and the badge may or may not reflect that.

1. Meet and discuss with the Director of Registration and Housing and the Chairman of Registration to determine the design of the badge.
2. The design may have already been discussed elsewhere and if so a design may already be in the works.
3. Determine number of badges needed, and contact a badge maker to discuss cost, availability and any suggestions.
4. If everyone is in agreement order the badges.

RIBBONS

1. Decision is made among the Registration and Housing Committee members and the General Chairman whether or not to give a ribbon when an advance registration is received or mailed with the confirmation. This is for advertising purposes only.
2. If yes, a 2" x 8" ribbon in convention color(s) with adhesive strip is appropriate.

3. Determine the number of ribbons needed, logo design, wording and color and order the ribbons either by going through the Business Committee, or if so instructed, order through a local supplier.

VICE CHAIRMAN OF CASH HANDLING

1. Work out a schedule for the collection of all cash, checks, money orders, etc.
2. Co-ordinate with the Business Director the methods by which these receipts will be handled.
3. All monies received – Ways and Means projects, pre-registration and advance registration, sale of program books, cook books, camping deposits, registrations at door, etc. - are to be deposited into the Convention Bank Account or given directly to authorized person(s), and a deposit slip and tally sheet sent to the Business Director. Keep a duplicate copy for accounting records.

VICE CHAIRMAN OF STATISTICS AND REPORTS

1. Collect and classify all facts and figures related to the Convention from the very beginning of the Registration Committee's efforts.
2. If requested, compile a registration up-date showing name, state and/or foreign country, as of the last day of each month for the Director of Registration and Housing.
3. Send registration up-date list to the Publicity Director and General Chairman.
4. Prepare any statistical reports as requested.

VICE CHAIRMAN OF COMPUTER LIAISON

If the General Chairman has a Computer Liaison, it would be helpful if this staff member would assist the Registration and Housing Committee. If so, then there is no need to appoint a Chairman for this position.

In the event the Convention decides to handle the housing of registrants, whether internally or by the Convention and Visitors Bureau, Housing Division, the following guidelines apply:

GUIDELINES FOR CHAIRMAN OF HOUSING COMMITTEE

In some areas, the Housing tasks may be taken over by the Convention Bureau. It is still the Housing Chairman's responsibility to make sure that all of the following jobs are accomplished and that the dancers enjoy the overall experience.

CHAIRMAN OF HOUSING COMMITTEE – QUALIFICATIONS

1. Type of individual who loves detail work and is able to keep that work current
2. A leader and one who can be firm when necessary.
3. Appointed 18 months in advance.

CHAIRMAN OF HOUSING COMMITTEE – JOB DESCRIPTION

1. Appoint an Assistant Chairman 18 months in advance.
2. Appoint a Vice Chairman for each committee position 12 months in advance:
 - A. Hotel/Motel Housing
 - B. Group, Block Housing and/or Dormitories
 - C. Statistics and Records
 - D. Secretary
3. Organization of Committee should be completed by the preceding Convention and all persons well informed, if not well trained.
4. Six months prior to Pre-Convention, the Registration Chairman and Committee should begin to become familiar with the various hotels and motels and try to become acquainted with their advance registration rules.
5. Keep close contact with the businesses you select, however personnel does change often, so a monthly check in would be appropriate. Keep them briefly updated on the progress of the Convention, the current number of dancers registered and the number of rooms requested from their venue. Answer their questions honestly. If they understand that you are anxious to cooperate with them, they will cooperate with you.
6. Request that each Vice Chairman appoint an Assistant who will be completely informed of all work in progress and any problems that may develop. The Assistant should be able to take over if the Vice Chairman is unable to continue.

7. Prior to the Convention, the Housing Committee should receive in writing, firm commitments from each hotel and motel on the number of rooms allocated through a specific date, and the cost of each unit.
8. Dancers who register at the Pre-Convention Meeting and those who register at the Convention preceding yours will be given room preference over any other room request. This is of utmost importance.

VICE CHAIRMAN OF GROUP HOUSING, BLOCK HOUSING AND/OR DORMITORIES

HANDLING GROUP HOUSING – LESS THAN 25 ROOMS

1. Recommend that registrant requesting group housing submit all registration forms and checks at one time and specify which housing unit is desired.
2. If a hotel/motel deposit fee is required, the contact registrant requesting group housing needs to be informed, and the deposit sent to the Registration and Housing Committee as per instructions from the Housing Chairman, for inclusion to the hotel/motel.
3. Process in the daily flow of registration and housing.
4. Some groups turn in false names to hold a room, and then request a change at a later date. It is permissible to add reasonable handling fees for this, if desired.
5. No accommodations should ever be assigned without a registration.
6. It is vitally important that someone from the hotel/motel contact the registrant of confirmation of room. Plan to keep in very close contact with the hotel/motel to be sure someone has written or talked to the registrant.
7. An alphabetical and duplicate file should be maintained in case of computer failure, as well as a file by each hotel and motel.
8. As cancellations are received they should immediately be handled for room re-assignment.
9. Hotels/motels are to understand that as a cancellation is referred to them, the room is not to be released, but is to be assigned to another individual by the Housing Committee.
10. Knowledgeable Housing Committee personnel should be in the Registration booth at Convention to answer any housing questions that may arise.
11. Cell phones or phones with outside lines may be most useful in case a hotel/motel needs to be contacted on the registrant's behalf.
12. The wrap-up or final reports of previous conventions may be helpful. They could reveal problems that were encountered and also the recommendations.
13. The USAWEST Policy Board (WPB) Advisors are ready, willing and able to help.
14. Decide whether a Vice Chairman of Statistics and Reports will be appointed or the Assistant Chairman of Housing may want to take on this job.

15. See Exhibits G and H as suggested Group Housing letters.

HANDLING BLOCK HOUSING – TWENTY-FIVE ROOMS OR MORE

1. Those desiring block housing must make a request in writing for a Block of rooms at least 10 months before the Convention.
2. The policy of USAWEST Square Dance Convention is to require a deposit of \$10.00 per room to hold the block, the contact registrant requesting Block Housing needs to be informed, and the deposit sent to the Registration and Housing Committee as per instructions from the Housing Chairman, for inclusion to the hotel/motel.
3. A confirmation letter will be sent back with an assigned block number.
4. As the Block leader sends in registrations with the correct block number indicated on the form, a tally sheet should be kept reflecting name, address, telephone number(s), total amount of money received, deposit per room if required and any other information necessary.
5. Some blocks turn in false names to hold a room, and then request a change at a later date. It is permissible to add reasonable handling fees for this, if desired.
6. Cancellations, over payments, etc., should be handled as for individual registrants.
7. See Exhibits A, B, C, D, E and F.

SUMMARY OF SUGGESTED PROCEDURES

1. Request two copies of all registration forms after they have been numbered.
2. The first copy is filed by registration confirmation number order.
3. Assign the second copy in a file folder(s) to proper Vice Chairmen.
4. Make two 4 x 6 file-card copies of the needed information.
5. One card file to be set up by hotel/motel; the second card file to be set up in alphabetical order.
6. On the hotel/motel cards, record the number of rooms allotted and the number of rooms assigned to date.
7. Place one of the 4 x 6 cards in the hotel/motel file, and the second card in the alphabetical file after noting on it the hotel/motel assignment.
8. Take the second copy of the registration form, mark it as to the hotel/motel assignment and send it on to the Vice Chairman in Charge.
9. Provide follow-up action to be certain that the registrants have received the housing assignment.

These examples may be helpful in contacting registrants requesting Block or Group Housing:

EXHIBIT A

(Your Convention Letterhead)

Dear Square Dancer:

We are pleased to hear of your interest in "Block" housing for the ___th USAWEST Square Dance Convention. Block Housing is reserving 25 rooms or more.

The enclosed BLOCK HOUSING POLICY of Procedure letter has been established to ensure fair and orderly handling of requests.

Please complete the "Letter of Intent" for blocking rooms at your choice of Hotel/Motel and forward to:

USAWEST Square Dance Convention
Attn: Block Housing
P.O. Box _____
City, State, Zip Code

Upon receipt of the "Letter of Intent" we will confirm your "Block" in writing and then follow the procedure as stated in the Block Housing Policy.

Hoping to hear from you soon.

Sincerely,

Housing Committee

EXHIBIT B

BLOCK HOUSING POLICY

1. A "Letter of Intent" to use Block Housing must be received by the Housing Committee post marked no later than October 1 previous to the Convention.
2. The policy of USAWEST Square Dance Convention is to require a deposit of \$10.00 per room for each room blocked.
 - A. This deposit must be received within 30 days from the date of notification confirming your block request. If the room deposit is not received within that 30 day period, you will forfeit your block request.
 - B. If some registrations have already been submitted for rooms, then only the balance of the blocked rooms would require the \$10.00 deposit.
3. The room deposit is fully refundable when registrations are received for all blocked rooms and/or rooms are released prior to _____1.
4. On _____1, a refund of \$10.00 per room will be made for all registrations received per room. The balance of rooms not used will revert back to the Housing Committee and the USA WEST Square Dance Convention will retain the \$10.00 per room deposit.
5. AN ADDITIONAL \$3.00 FEE WILL BE CHARGED FOR EACH NAME CHANGE OR CANCELLATION YOU REQUEST.

We will try to ensure housing in one Hotel/Motel. We suggest for your convenience, where applicable, you include in your tour package, bus transportation to and from the Convention area for your group. There will be NO shuttle service provided by the USAWEST Square Dance Convention.

All dates stated will be strictly adhered to and there will be NO EXCEPTIONS to this policy. Request will be returned for failure to follow the above stated procedures.

ALL 'BLOCK' REGISTRATIONS ARE TO BE MAILED TO;

USAWEST Square Dance Convention
Attn: Block Housing
P.O. Box _____
City, State, Zip Code

EXHIBIT C

LETTER OF INTENT

TO: BLOCK HOUSING DIRECTOR

WE ARE INTERESTED IN REQUESTING A BLOCK OF _____ ROOMS AT
(1) OR AT
(2) FOR THE DATES
OF WHICH IS _____ NIGHTS.

THIS "BLOCK" IS TO BE UNDER THE NAME OF:

C/O (Leader)

(Address)

(City, State, Zip Code)

(Day phone number)

(Evening phone number)

(Signature)

(Date)

EXHIBIT D

RE: CONFIRMATION OF BLOCK HOUSING:

Date

We have received your "Letter of Intent" dated _____, requesting "Block" Housing and hereby confirm your request.

We are blocking _____ rooms at _____

For _____

Please refer to Block Number _____

and Block Name _____

on all correspondence.

On all registrations submitted for your block, please complete the form as per attached sample; checking the room nights as needed, the type of room required; block housing space and the name of the leader.

Please forward your check for \$_____ as a block room deposit within 30 days from the date of this letter. If not received by _____ we will cancel your "Block" request and put the rooms back in inventory.

DEADLINE FOR BLOCK HOUSING REGISTRATION IS MARCH 1.

Sincerely,
EXHIBIT E

Date

RE: BLOCK NO. _____

In accordance with the BLOCK HOUSING POLICY, all registrations were due on March 1st.

A refund of \$ _____ representing _____ rooms for which registrations have been received is herewith enclosed. The balance of the room deposit is forfeited and the rooms revert back to the Housing Committee for general use.

A reminder that an additional \$3.00 fee per delegate, will be charged for each name change or cancellation you request. There will be no refunds of registration fees after June 1.

Sincerely,

Housing Committee

EXHIBIT F

Date _____

RE: BADGE PACKET PICKUP
GROUP/BLOCK HOUSING # _____

These are your instructions for picking up your badge packets. PLEASE READ CAREFULLY. This policy will be strictly adhered to.

As "Leader" you are responsible for the pickup and delivery of your group's individual badge packets. When you come for the packets, they will all be packaged together. You will pick up the entire package and distribute the individual badges, etc. to all members within your group.

Only you, or someone with WRITTEN AUTHORIZATION from you, may pick up these packages. Individual packets are NOT available for pick up. PLEASE be sure all members of your group understand this procedure. NO EXCEPTIONS.

You are reminded that badges are required for admission to all dancing areas at the USAWEST Square Dance Convention.

The badge pickup is located in the Registration Area of the _____ under the Block/Group Housing sign. The hours are from _____ to _____ on Wednesday/

BRING THIS FORM WITH YOU AND PRESENT IT FOR PACKAGE PICKUP!

Sincerely,

Housing Committee

Package picked up by _____

Housing Representative _____

Date _____

EXHIBIT G

DATE:

Dear Group Leader:

Enclosed is a computer printout of the persons included in your group. Please let us know if there is anyone in your group who is registered but not listed.

As we are starting to submit names for housing confirmations, we would like to know if you as Group Leader:

1. Wish to have all confirmations for your group sent to you for distribution? ___Yes ___No
2. Wish to be responsible for picking up all the badge packets for your group at Convention time? ___Yes ___No

We have assigned group number _____ to you. Please refer to this number on all correspondence.

Please indicate your answers on the duplicate copy of this letter and return it in the self addressed envelope as soon as possible.

Sincerely,

Housing Committee, Etc.

EXHIBIT H

DATE:

We have received your letter of _____ requesting Group Housing for the USAWEST Square Dance Convention. "Group" Housing is from 2 to 24 rooms. We assume you are acting as the "Leader" for your group therefore all correspondence pertaining to your housing will be addressed to you.

Enclosed are registration forms for the Convention. All individuals in your group MUST fill out the section pertaining to "Group Housing", indicating the name of the leader and his/her telephone number. This section is circled on the "Sample" registration form.

ALL OF YOUR GROUP'S REGISTRATIONS, HOUSING REQUESTS AND MONEY (OR CHECKS) MUST BE RETURNED TOGETHER IN ONE PACKAGE.

Your preference for hotel/motel will be taken into consideration and we will try to accommodate your request according to your choices. However, since housing is handled on a first come, first served basis, it is possible you may not get your first choice, but your second, third or fourth choice.

As "Leader" for your group, do you wish to have all registration confirmations sent to you for distribution? ___Yes ___No

Do you wish to be responsible for picking up all the badge packets for your group at Convention time? ___Yes ___No

A "Group" number will be assigned. Please refer to this number on all correspondence.

We will do our best to accommodate your group and ensure that your visit to the USAWEST Square Dance Convention is a pleasurable one.

Sincerely,

Housing Committee

GUIDELINES
FOR
CHAIRMAN OF RECREATIONAL VEHICLES (RV'S)

The Recreational Vehicles (RV's) Committee should extend the same hospitality that is extended to the dancer who plans to stay with family, friends, or in a hotel/motel in the Convention city. The RV Chairman is as important to the success of the Convention as the Housing Chairman, even though not nearly as many dancers are being served.

The site of the Convention seems to have a great deal to do with the number of RV or camping spaces required. Check into RV statistics from past Conventions to learn how many spaces were used.

CHAIRMAN OF RECREATIONAL VEHICLES (RV'S) – QUALIFICATIONS

1. Should be a dancer who is also a camper.
2. Should have experience with rally's or large camping affairs.
3. Must have the ability to cope with detail work and dedication to keep that work current.
4. Should be a leader who can be firm when necessary.
5. Appointed at least 18 months before the Convention.

CHAIRMAN OF RECREATIONAL VEHICLES (RV'S) – JOB DESCRIPTION

1. Attend Preceding Convention's Pre-Convention and Convention to talk with counterpart Chairmen about the problems and solutions they may have encountered.
2. Appoint Assistant Chairman with much the same qualities the Chairman has so that they can work together easily and be fully informed of all problems and of the work in progress.
3. Appoint Vice Chairmen 15 months before Convention so that they can attend Pre-Convention and at least one Convention before your Convention.
 - a. Vice Chairman Liaison to Registration to Receive and process RV Space Requests.
 - b. Vice Chairman Liaison to General Dance Program For Dancing Programs at the Campgrounds.
 - c. Secretary
 - d. Each RV situation is different and the available facilities will suggest other Vice Chairmen as needed.
4. Vice Chairmen should be well trained so they can talk with confidence to any dancer/camper about the facilities available to them.

5. Discuss with your Committee the possibility of camping on-site, any RV Parks available or an area where camping is allowed.
6. The Director of Registration and Housing and the General Director will want to hear the suggestions of the Committee and may have suggestions of their own. They will help make the decision as to what will be best for the campers. Commitments from the RV camp site must be received so that planning can begin.
7. Maintain close cooperation with the Registration Committee so that requests for camping spaces are forwarded promptly.
8. Shuttle bus transportation at the camping site should be included in the camping fee – which usually covers four nights. Longer stays may be offered, as dancers arrive early or stay late. If site is only available for the days of the convention, it would be hospitable to locate and publicize nearby commercial camp grounds if they are not being used for the convention.
9. Plan to have a member of the RV Committee in the Registration Booth at Pre-Convention and the prior Convention, as well as at your Convention to talk with prospective campers.
10. RV requests also need to be handled in accordance with a policy decided upon in a Board meeting, subject to the conditions at a particular convention city, and to the wishes of the Chairman for RV's, who may want to consult some of the local square dancers who have RV's and/or who combine camping with square dancing.
11. It should be remembered that the Convention isn't held primarily to accommodate campers, and at times the conditions may not appear to be top-notch, but the RV Committee should do its best to make the camp site attractive to the dancers who stay in their campers. The PRIME OBJECTIVE IS TO COVER THE COST OF THE ENTIRE OPERATION, and not necessarily to look for a profit. Nor is it to be a subsidized feature of the Convention. Every attempt must be made to serve the camping dancers as efficiently as possible. Help them to enjoy your city, your Convention and the camping while there!