

**GUIDELINES
FOR
DIRECTOR OF SOCIAL AND SPECIAL EVENTS COMMITTEE**

This Directors job is much like that of a recreation director on a cruise ship and has the responsibility of keeping those attending the Convention comfortable, busy and entertained at all times.

DIRECTOR OF SOCIAL AND SPECIAL EVENTS COMMITTEE – JOB DESCRIPTION

1. Appointed 12 – 15 months before Convention
2. Direct activities as shown in Organization Chart
3. Hospitality, service or entertainment must be done.
4. Coordinate cross over tasks between committees to insure proper arrangements are made.
5. Appoint these positions:
 - A. Chairman of Hospitality
 - B. Chairman of Special Events
 - C. Chairman of Tours and Sightseeing
 - D. Chairman of Non-Dancing Trail-end and After Party Events

GUIDELINES
FOR
CHAIRMAN OF HOSPITALITY COMMITTEE

QUALIFICATIONS:

1. Must be capable of planning the overall hospitality for dancers attending the convention
2. Must be able to work with other Committees and their hospitality needs.

CHAIRMAN OF HOSPITALITY COMMITTEE – JOB DESCRIPTION

1. Appointed ___ months before the Convention.
2. Should attend at least one convention before theirs, and must attend the upcoming Pre-Convention Meeting, held 15 months prior to the Convention.
3. Appoint Vice Chairmen who have been carefully chosen and appointed ___ months before the Convention:
 - A. Vice Chairman of Reception
 - B. Vice Chairman of Information
 - C. Vice Chairman of Hospitality for Panels, Seminars and Clinics
 - D. Vice Chairman of Hospitality for Callers, Leaders, Workers
 - E. Vice Chairman of VIP Hospitality
 - F. Vice Chairman of Hospitality for Future Conventions
 - G. Vice Chairman of Hospitality for Single Dancers
 - H. Vice Chairman of Hospitality for Youth Dance Hall
 - I. Vice Chairman of Floor Hospitality
 - J. Vice Chairman of Hospitality for Exhibitors
 - K. Vice Chairman of R/V Hospitality
 - L. Vice Chairman of Hospitality for Showcase of Ideas and for Organizations Roundtable
 - M. Vice Chairman of Overseas Hospitality
4. Coordinate all types of hospitality with the exception of the following Committees which the USAWEST Policy Board (WPB) has agreed to allow to do their own Hospitality if they wish to:
 - A. Program Committee (Square, Round, Contra, Youth, Clogging Exhibitions)
 - B. Education Committee (Panels, Workshops, Clinics, Seminars, Organizations Round Table and Showcase of Ideas)
 - C. Exhibitors' Booth Committee (in Business Committee)
5. Complete discussions need to be held by the Director of Social and Special Events with the three Committees involved, Program, Education and Business
6. Assist the three above Committees in getting supplies or help in any other way.
7. Recruit dancers/workers to assist with phases of the Hospitality Committee.

CHAIRMAN OF RECEPTION – JOB DESCRIPTION

1. Provide workers to man reception/information booths at arrival terminals (airport, train and bus) and major hotels and motels.
2. Work closely with Chairman of Information Committee to acquire pamphlets, city and state maps, city and state information, and information about the Convention.
3. Contact motels and hotels to let them know there will be someone at the prearranged table in their lobby to answer questions and pass out informational material.
4. Recruit workers to man the tables (at Convention time) afternoons and evenings from Wednesday noon through Thursday at 10:00 PM with shifts no longer than four hours.

VICE CHAIRMAN OF INFORMATION

1. Provide workers to man the Information Booth at the Convention during the hours the Registration Booth is open.

2. May provide material for the Reception Committee to distribute.
3. Is responsible to collect handout materials for the Information Booth and for the Reception Committee tables. Be sure there is no duplication of effort.
4. The following list suggested the type of information needed:
 - A. Large city map – mounted on board so it can't be carried away easily.
 - B. Small city maps for distribution, if available.
 - C. Menus from restaurants, with directions to get there.
 - D. A telephone directory.
 - E. A map of the Convention dancing areas – mounted on desk or table top.
 - F. Convention Program booklet with complete program information.
 - G. Bus Schedules.
 - H. List of beauty shops in the area.
 - I. List of churches in the city.
 - J. Things to see and do in the convention city.
 - K. Pencils and paper for people to write down information.
 - L. Small box of safety pins.
 - M. Masking tape or Post-it pad for posting special messages.
 - N. Work sheet of workers' information.
 - O. If there is a "Convention-in-brief" sheet, it should be posted on bulletin board, with copies available.
 - P. The bulletin board should be located near the Information Booth, to be used for posting special messages.
 - Q. There should be a public phone nearby the Information Booth, and a restricted phone at the Booth. (Can be a cell phone.)
5. Workers manning the Information Booth should be well briefed by knowing where things are going on, where things are located, or know where to get the correct information.

**VICE CHAIRMAN OF HOSPITALITY FOR PANELS, SEMINARS AND CLINICS
-JOB DESCRIPTIONS**

- A. Secure workers to provide hospitality for the Education Program, unless the Education Committee has chosen to provide their own.
- B. If the Education Committee requests help, the Vice Chairman provides pens, pencils, pads of paper, water pitchers and glasses at the speakers table, as well as making sure that tables and chairs have been properly set up. Supplies are to be obtained through the Services Committee within the time-table they may have set up.
- C. Will consult with the Education Director for the number of people needed to man the rooms, but there should never be less than two people assigned to a room, and they should be available during the entire period of the program. They may be asked to keep attendance records.

**VICE CHAIRMAN OF HOSPITALITY FOR CALLERS, LEADERS, WORKERS
-JOB DESCRIPTION**

1. Provide workers to man the hospitality room or rooms at Convention. Perhaps a club(s) would like to volunteer..
2. Plan in advance, job requirements and training techniques worked out, while the many workers needed to carry out the plans can be secured and trained the last few weeks before Convention.
3. If Convention Facility does not have any restrictions, refreshments to be provided could include; coffee, tea, cold drinks, ice water, cookies, etc.
4. If the Convention Facility requires that refreshments are to be acquired through them, then the Vice Chairman may have to make those arrangements through the Services Chairman with the knowledge of the Hospitality Chairman, and the Social and Special Events Director.

A. Contact the Caterer several months before the Convention to find out the costs of the items that will be needed.

B. Obtain a letter from the Caterer stating what those costs will be, in order to work from a firm base.

C. Go over previous Convention reports to find out what items will be needed and which ones will be needed the most.

5. The number of rooms available for Hospitality will materially affect the planning of Hospitality. Rooms and Groups may need to be combined. Figure out what will work best.

VICE CHAIRMAN OF VIP HOSPITALITY – JOB DESCRIPTION

1. Provide Hospitality for the Pre-Convention and Convention.
2. Provide person(s) to act as host and hostess to the USAWEST Policy Board (WPB) members, and anyone else designated by the General Chairman.
3. Secure person(s) to meet the USAWEST Policy Board (WPB) members as they arrive by plane, train or bus for the Pre-Convention. It is suggested, as an example, that the Director or Chairman of Hospitality be assigned to host USAWEST Policy Board (WPB) member responsible for Hospitality, etc.
4. These same Directors and Chairman will be very busy at Convention time, and the Vice Chairman will have to find other dancers to perform the hosting duties.
5. If the General Chairman and the Board decide that there is to be a VIP Room at Convention time to take care of visiting dignitaries, then this room will have to be staffed.

VICE CHAIRMAN OF HOSPITALITY FOR FUTURE CONVENTIONS – JOB DESCRIPTION

1. Provide workers for Hospitality to committee members from future convention cities during the Pre-Convention Meeting and the Convention.
2. Select person(s) to act as hosts and hostesses to the General Chairmen and their Assistants of future conventions. Perhaps retired dancers could be recruited for this phase of hospitality, as they may have the time a few days before either event to host early arrivals.
3. Early arrivals should be met at the airport or other terminals and transported to their hotel or motel. Transportation should be available at all times, if they do not drive. If they wish to do some shopping or sightseeing, and would like to have assistance in these activities, this may be a perfect time to show them some of the features of the city.
4. Several months before the Convention, the General Chairman of the up-coming Convention, should be asked if their committee has any special needs for their Registration Booth. That information needs to be sent on to the Services Committee.
5. During the Convention Hospitality workers may want to check with Future Conventions to see if they need anything that could be provided for them.
6. Registration Committee may need help on Saturday night or Sunday while they are moving out.
7. Hospitality to the Bidding Cities may also be provided if deemed necessary.
8. The final job is to see that the future General Chairmen have transportation to departure terminals, if necessary.

VICE CHAIRMAN OF HOSPITALITY FOR SINGLE DANCERS – JOB DESCRIPTION

1. A prominent and active member of a local Singles Club would be ideal.
2. Should be appointed ___months before the Convention.
3. This program applies to those eighteen years of age or older.
4. Welcomes and organizes special activities for single dancers.
5. Provide a Hospitality Room if available, or at least a corner of the Singles' Dance Hall.

6. Provide Host and Hostesses to be on duty during convention hours.
7. If a Singles Dance Hall is not provided, arranges a meeting place for Singles at a designated location in each of the main dance halls.
8. Arrange for a get-acquainted activity for Wednesday evening or Thursday morning before the Convention starts.
9. An After Party may also be planned for one of the evenings.
10. Obtains a mailing list of registered single dancers from Registration Committee.
11. Provide "Solo Ribbons" for single dancers only.

VICE CHAIRMAN OF HOSPITALITY FOR YOUTH DANCE HALL – JOB DESCRIPTION

1. Provide workers for Youth Dance Hall.
2. Vice Chairman's job and Youth Chaperon overlap to a certain extent.
3. Furnish workers and spotters to help fill squares, if needed.

VICE CHAIRMAN OF FLOOR HOSPITALITY – JOB DESCRIPTION

1. Provide workers, with flags or other types of spotters to fill squares and/or fills in the squares. May use workers who have completed their assignments on other committees. Two-hour shifts should be adequate.
2. May also, provide workers in Round Dance Halls, Contra, Clogging and Youth Halls.
3. Investigate all areas of the Dance Program to see who needs help or not, in a timely manner months before the Convention begins.

VICE CHAIRMAN OF HOSPITALITY FOR EXHIBITORS – JOB DESCRIPTION

1. Provide workers for hospitality for dancers who come in recreational vehicles.
2. This Vice Chairman could also be a member of the Registration and Housing Committee, to plan what hospitality will be provided at the RV Site.

VICE CHAIRMAN OF HOSPITALITY FOR SHOWCASE OF IDEAS AND HOSPITALITY FOR ORGANIZATIONS ROUNDTABLE - JOB DESCRIPTION

1. Provide worker for these specific activities.
2. This Vice Chairman could also be a member of the Education Committee.
3. Keep the Showcase of Ideas display tables straightened out and neat, and observes that the displays are treated properly.
4. Depending on the size, one or two persons would be adequate.

VICE CHAIRMAN OF OVERSEAS HOSPITALITY – JOB DESCRIPTION

1. Need to be a dancer who is a member of the Overseas Dancer organization or someone who may have been in clubs or associations in other countries.
2. Provide workers for hospitality for visitors from foreign lands.
3. Advance registration will give many clues as to what will be needed.
4. If interpreters are needed, the Chamber of Commerce may be of help.
5. WPB Advisors can be very helpful, and should be consulted.

GUIDELINES
FOR
CHAIRMAN OF SPECIAL EVENTS

A Special Event may be something that is unique or of interest in the Convention city (river-boat cruise, rodeo, plantation dinner, clambake, visit to a theme park, special concert, etc.)

CHAIRMAN OF SPECIAL EVENTS – JOB DESCRIPTION

1. If the whole Convention Committee agrees that an event should be held, then suggestions should be gathered from as many sources as possible.
2. Avoid getting bogged down and financially involved in an outside affair which may not be enjoyed by most dancers.
3. Once a plan is formulated, proceed with making arrangements for the event.
4. The event should be considered as a money maker and be given a priority status by other Committees to insure importance. This will help to reduce program scheduling conflicts to assure a good attendance.
5. Publicity! Publicity! Publicity! Coordinate with the Publicity Director to advertise the event in all publicity and mailings.
6. Vice Chairmen may be appointed to accomplish needed tasks with the approval of Committee Director.
7. Provide workers as needed.

GUIDELINES
FOR
CHAIRMAN OF TOURS AND SIGHTSEEING

Tours are offered to dancers and their families, as they may be visiting the Convention site for the first time, and may wish to learn more about the area, shop, or see the sights.

CHAIRMAN OF TOURS AND SIGHTSEEING – JOB DESCRIPTION

1. Prepare Tour Package:
 - A. Refer to Past Conventions' Tour Brochures to view the tours offered at various Conventions.
 - B. If organized tours already exist, investigate the feasibility of using them.
 - C. If using the organized tours the committee will coordinate the arrangements between dancers and tour company(s).
 - D. When selecting tours, include something of interest to all ages, including pre-teens and Youth.
 - E. When the tours are purchased from a recognized agency, in most cases the agency pays the convention a 10% commission.
 - F. If the city has more than one tour agency, secure bids for the convention business.
 - G. In the event a city has no natural attractions nor a tour company offering sight-seeing, etc., research will have to be done to organize a tour.
 - H. The Tour Package Plan must be presented to the General Chairman and Director of Social and Special Events for consideration.

2. Approval of Tour Plan
 - A. Once the Tour Package Plan has been considered by the General Chairman and Director of Social and Special Events it must be presented to the Convention Board for approval.
 - B. Only the convention's General Chairman and/or Business Director can sign contractual agreements with the Tour Agency (s).

3. Handling of Tours - before Convention and at Convention
 - A. Advance ticket sales and manning of the tour booth at the Convention is to be handled by Convention personnel rather than the agency.
 - B. Appoint a Vice Chairman of Tours to handle all advance ticket sales, fill orders, bank proceeds according to the Convention's procedure and list sales by customer name and ticket numbers for each tour.
 - C. All tour tickets can either be mailed to the customer (if this is the policy decided upon) or they can be given to the customer when they check in at the Registration booth at Convention time.
 - D. All refund requests should be processed through the Treasurer within Convention procedures.
 - E. The Tour Package Plan will determine the days and hours the Tour Booth will need to be open.
 - F. Designate a staging area for people to congregate prior to departure of their tour.
 - G. If using a Tour company, an agency representative should be on hand at all departures (if feasible) and available in person or via phone to assist with any problems of transportation schedules, confirmations and unforeseen conditions.

GUIDELINES
FOR
CHAIRMAN OF NON-DANCING TRAIL-END AND AFTER PARTY EVENTS

CHAIRMAN OF NON-DANCING TRAIL-END AND AFTER PARTY EVENTS

– JOB DESCRIPTION

Stunts and gimmicks are enjoyed by many of the dancers attending the Convention and have been included on the program. Occasionally an event with no dancing is planned for dancers arriving on Wednesday. Special entertainment may be arranged.