

Square Head Duties 2024

Your Squarehead shift begins 15 minutes before club sponsored dancing begins and ends 30-minutes after normal club night dancing begins or when people stop arriving (whichever is later). So, when classes are running from 6:45-7:30, you should be there by 6:30pm and your shift will end around 8pm. For Fifth Wednesday's that begin at 6:15 with Advanced dancing and SSD/Plus dancing beginning at 7pm, you should arrive at 6pm and your shift is over around 7:30pm.

Setup of the Dance Venue:

When you arrive, you should help with setup (sometimes cleanup) of the dance venue. This includes assembling tables and chairs and preparing the venue for the arrival of dancers, food, flyers, etc. If you have questions about your duties, you should contact the Logistics Chair (currently Mark Mason) who will direct you how to help setup. Mark is usually backed-up by Vic Oros so he can also be a resource. For all instructions below, **your #1 priority is to host the welcome table**. So, if dancers are arriving, you should make sure someone is greeting them at the welcome table instead of assembling tables and chairs.

1. Mark will bring ice and water but may need your help transporting it.
2. Set up sign-in table. Whoever opened the door has the key to our Squarehead closet and our storage cabinet. Keyholders are Mark M., Ann, and Tork, in that order.
3. If needed, assist with dry mopping the floors before we dance.
4. Set up the 4 tables along the left wall (2 for water and snacks, 2 for flyers). If the welcome table is still not getting traffic, you may help setup folding chairs along the back wall.
5. Confirm the bathrooms are unlocked and ready for use. *Summer special*: put toilet paper and paper towels in the restrooms if needed.
6. There is a soft-sided, green/gray (camouflage?) lunch box in the cabinet that holds the hearing assist devices. This should be placed on the caller table so people can borrow them as needed. At the end of the night, these need to be put back in the cabinet.
7. Serve as hosts at the sign in table before and during the first two tip.
 1. Ask visitors to sign the visitor book and collect their dance fee (\$8 for club night). **ALL visitors must sign in legibly or they may NOT have insurance coverage!**
 2. Have members check mark their attendance for the dance. Some members may need to pay their dues. There is a small, black, metal box that has payment envelopes organized alphabetically by member name. Members should place their payment in their envelope and then place the unsealed envelope at the back of the box (not back in the alphabetical slot).
8. Host the sign-in table through the first two regular club night tips (usually around 8pm). Thereafter, you may dance, but if you leave the welcome table unattended:
 1. Put all money and the member payment box in a safe location (ex. cabinet in the closet)
 2. While dancing, keep an eye on the door for late arrivals so you can make sure they have signed-in and paid if necessary. Enjoy the rest of the dance!
9. We no longer have a second shift, instead, we are opting to have everyone who is still in attendance during/after the final tip help clean-up. If you are still at the venue and not in a square, it's a good practice to start putting chairs on the rack and help clean up the food tables.

Preparing the Sign-In table:

The sign-in table is a shorter table somewhere in the hall. If need be, move it near the entrance door. From our storage cabinet in the tables/chairs room gather the following:

- The lower-right side of our cabinet holds the pink sign-in binder and red change box. Confirm you start with \$20 in \$1 bills. At the end of the night, refill this box with same or let the treasurer know if you don't have enough \$1 bills to accomplish this.
- Put the video recording and "Welcome to Bows" signs on the front desk along with pens, hand sanitizer, business cards, and stick-on visitor badges.
- Prices can get tricky if we're holding round classes before club. If you're not sure what the fees should be, talk to the club treasurer for details. Normal fees are \$8 for club night. For round classes, current pricing is \$3 for members, \$8 for guests that stay until 8:30pm, and \$10 for guests that stay until 9:45pm. Enforcement of the 8:30pm slot is by the honor system. If you know someone that is abusing our honor system, let the club president know.

Preparing the Snacks table:

- Setup the goody table along the side wall. Cover the goody tables with a tablecloth, and set out the cups, 2 permanent pens (for writing names on cups), Kleenex, napkins, and hand sanitizer.
- Mark will have the water and ice but may need you to help put it on the table. There is a drip pan for below the spout of the water jug. **On a hot night, check that you have not run out of water.**
- Setup for the goodies. Add any decorations that you brought—ie. Party night, etc. If there is a cake or other food needing plates, look in the cabinet for small plates, small napkins, forks and a cake knife.

Cleaning up:

We are no longer scheduling a second Squarehead shift for cleanup as we believe the dancers at the end of the night are sufficient to perform these tasks. However, if you are still around at the end, you are very valuable as you know better where things were at the start of the night. So, please offer advice to others on where things go back in the cabinet, tables along the walls, etc.

- cleanup the goody table - shake the tablecloth outside, or wipe it off (**make sure it is dry!**), fold and return to our cabinet.
- Empty water jug into the plants outside, **dry it with paper towels**, and place it on its side on the left side of the cabinet (the lid goes beside, not behind, the jug to avoid getting the lid dirty).
- The audio assistance devices should be put back in the soft-sided lunch box and placed in the cabinet in front of the water jug. So, it's one of the last things to go in the cabinet.
- All trash and used cups go in a trash can. Currently we don't empty the trash containers.
- Return the supplies to the cabinet so we are ready for next week.
- If we are out of any supplies, let the logistics Chair know so they can restock during the week.
- Pat yourself on the back for a job well done! And a big THANK YOU!