

PROCEDURES FOR ORGANIZING A DANCE

One month in advance:

1. Obtain a "Use of Facilities Request" form from The Office of Community Services A112.
2. Complete the form and turn it in at least one month prior to the date of the event.
3. Meet with The Office of Student Life to discuss plans and costs.
4. Schedule a table through The Office of Student Life (3 weeks in advance for West Campus) to sell presale tickets.

One week in advance:

1. Sell tickets in front of Campus Center and/or West Campus.
2. Cashbox for making change is available in the Cashier's Office, SS -150.

Anticipated Costs:

1. Rental fee is waived for S.B.C.C. Clubs.
2. Custodial fees - \$35.00 per hour for 4 - 8 hours (Clean up).
3. Security - 2 officers @ \$15.00 per hour each. Officers arrive ½ hour prior to the start of the dance and stay until the crowd disperses.
4. The sponsoring Club will also cover any vandalism or damage charges.

Music:

1. If a D. J. or a band is used, a Music Contract must be filled out.
2. Obtain a Purchase Order from Accounting to order a check.

Set-Up:

1. Begin set-up after 4:30PM for a Friday dance.
2. Schedule set-up time with the Office of Community Services for a Saturday dance.
3. ***Do not tape*** anything to the windows.
4. ***Remove all*** decorations before leaving.
5. Contact the H.R.C. Department ext. 2888 for refreshments.

Workers needed:

1. The Club Advisor or Substitute (approved by The Office of Student Life) must be present the entire time of the event.
2. Ticket seller/taker at the door, school I. D.'s should be checked.
3. If charging for refreshments, two people work the station.

DURING DANCE

1. One Security Officer should be stationed on the patio. The second Security Officer should be in the dance area / CC lobby door jam, to watch funds at the door and the dance area.
2. Senate or Club members should assist in the dance area, if feasible, to back up Security.

THE ADVISOR HAS ULTIMATE RESPONSIBILITY TO HANDLE ALL PROBLEMS.

SIGNS REQUIRED AT DOOR

1. School I.D. required at the door.
2. No one may leave the dance and re-enter. If you leave you must pay to re-enter.
3. No alcoholic beverages allowed.

AFTER EVENT

1. Turn in cash funds to Advisor.
2. Have Treasurer fill out P. O.'s for all payments.
3. Thank you letters and income/expense cost breakdown.