

TORONTO COUNTRY DANCERS
FLOOR MANAGER DUTIES
(Revised September 2005)

INTRODUCTION

Floor Managers are responsible for making sure that a dance evening works smoothly, that the hall is ready, people can easily get into the dance, refreshments are provided, and the hall is restored at the end of the dance. They make all this happen by getting others to help and keeping an eye out to see that everything is going well. Floor managers don't have to miss a single dance!

Do not hesitate to contact Susan Craig (416-532-2025) or Alan Warren (416-486-6334) prior to the dance if you don't understand anything on these sheets.

If you are at the hall and get stuck, ask the sound person on duty to assist you.

BEFORE THE DANCE

Buy and bring 12-14 liters of cider (or real, naturally sweetened juice) to the dance. (You can get someone else to do this.) Cider can be obtained in the produce section of Loblaws at Broadview near Danforth, or at The Big Carrot in Carrot Common across the street, etc. (Phone the latter first to reserve 6-7 jugs in their fridge: 416-466-2129. You must pick it up before 6 p.m., their closing time on Saturdays). Save your receipt as you will be reimbursed by the Treasurer, Michele Croteau, at the end of the evening.

Plan to arrive around 6:30 PM for a 7:00 Basic's class. Here is a list of "To Do's" in order of priority. Numbers 1-7 need to be done before the Basic's Class begins. When some early birds arrive you can get them to help you with what is left.

1. Turn on side sconce lights and fans (top fuse-like box on the south wall) if necessary.
2. Set up tables – 2 for Registration, 2 for flyers, 2 for cider and cups.
3. From tall and long cabinets on stage, get box with flyers , cash box, blue Dance Summary book, and sandwich board.
4. Put sandwich board outside on Hampton along with signs that go on the Danforth side doors of the church.
5. Put up signs on outside doors, on stairway, on Basic's Room, as well as putting masking tape up and down the stairs to designate a clean walking area from shoe area

6. Set up registration table with “Volunteer Sheet”, “Are You New to Dancing”, Mailing List Sheet, New Members Forms, Name Tags, pens & markers
7. Put a couple of chairs on the landing to the basement, (by the entry) and at the bottom of the stairs, (near the entry door), so people can sit to change shoes.
8. Hang name badge shirt on coat rack, put flyers on flyers table, as well as Evaluation Box with evaluation sheets and pen.
9. Get large garbage can from kitchen or reception area to put by drinks table. If it has no plastic liner, get one from flyers box.
10. Put paper towels in men’s washroom. Extras are under the sink in the unisex washroom off the hall.
11. Open curtains and windows if necessary.
12. Put chairs along the west side of the room. Place 2 chairs at bottom of stairs to balcony with sign to prevent entry.
13. Take kitchen key from cash box, pick up orange jug from top of tall cabinet on stage and go to the kitchen to fill the jug with water. (It takes a long time to fill so you can do another job while you are waiting.) When full, put on trolley along with cups and a dish pan from under the sink (to catch the drips) and take to drinks table.
14. Put cider in the fridge or freezer, if it is warm.
15. Sweep the floor. The brooms are just inside the door to the stage.
16. Sit at the Registration Desk and sell admissions and memberships until door volunteers can take over. Make sure dancers change out of their street shoes – or at worst, clean their shoes well with the shoe brush.
17. Recruit –
 - a. 6 to 7 door volunteers. (Volunteers should be at the admission table until the break.
 - b. 2-3 volunteers to serve cider/juice at the break. They should be getting started during the waltz.

- c. 6-7 volunteers to help Michael Damato, the Clean-up Coordinator, restore the hall at the end of the dance.

DURING THE DANCE

Keep an eye on the admission table, making sure someone is there at all times until the break. If no volunteer has been recruited, you need to sit at the door yourself. Have everyone continue to recruit volunteers if the roster is not full at the start.

AT THE BREAK

Put the cash box under a musician's chair on stage.

Put out the self-serve pay bag.

Ensure that the cider is being served.

AFTER THE DANCE

Send clean-up volunteers to Michael Damato.

Give all receipts to Michele Croteau, Treasurer (or her stand in) for repayment.

Give completed new-dancers cards, and any new people added to the mailing list to the Mailing List Coordinator, Steven Nagy (or Les Francey if Steve is absent). Give completed New Member sheets to Les Francey, (or Steve Nagy if Les is absent).

Put the Dance Volunteers Sheet in the Used Volunteer Sheets section of the blue binder. It is a record of volunteers who we will want to thank at the end of the year.

Help the Clean-Up Coordinator with the clean-up tasks. The goal is to get everything done in 30 minutes as the church wants us out by 11 PM. Make sure signs, blue binder, cash box, flyers, button shirt are collected before putting TCD box away. (*See clean-up list in blue binder for details.*)