

## HOST CLUBS DUTIES AND RESPONSIBILITIES

Procure a facility for the federation dance. The federation will pay the rent for the facility.

Set up and clean up.

Furnish the drinks (soft drinks, coffee, punch, ice water), and ice for the dance.

Help greet the dancers as they arrive.

Offer to take the food from the dancers as they arrive and place on the food table, leaving them free to sign in and pay.

Assign a few members of each club to take turns during the evening to help at the sign in table, under the direction of the Federation Secretary and Treasurer. Each person or couple should plan to help during the length of one tip. Change-outs can be done during the rounds.

Oversee the refreshment tables during the dance and make sure the cutlery, napkins, and cups are replaced as needed.

The presidents of each club stand up front with the federation presidents during the welcome. One club's president will offer the prayer (or assign to their club chaplain), the other will lead in the pledge of allegiance.

One of the host club's caller will introduce the guest caller. Preferably both host callers will stand with the guest caller as he is introduced.

After the dance, one of the host clubs for the next federation dance will take the paper products home with them, to store and bring to the next dance. They will take inventory of supplies, and make sure we have supplies for 150-200 for the next dance. If any of the supplies need replenishing, the bill needs to be submitted to the federation treasurer for reimbursement.

Revised 7/15/11