

MCDC OPENING MANAGER CHECKLIST		
4:30	FYI	Sound Manager (Bruce) arrives to open hall / set up sound
5:30 -6	FYI	Band/Callers arrive to set up
5:30-6	SET-UP HELPER	Arrives to clean the floor and help set up
5:30	OPENING MGR	Arrive to set up
		<ul style="list-style-type: none"> • Retrieve Manager's bags from the closet in the room next to the stage (lock combo is 2019) • There should be \$100 in seed money in the money box. If there isn't call Russell (360-628-9417) • Set up (2) tables at the gym entrance, cover with tablecloths from roller bag <ul style="list-style-type: none"> ○ Set out sign-in sheets, membership sheets, tip jar, misc promotional cards etc • Set up (2) tables for snacks in the common room, cover with tablecloths. <ul style="list-style-type: none"> ○ Paper goods (plates, napkins, utensils) are in our cabinet in the Kitchen ○ The combo to the Kitchen cabinet lock is 2019 • Set up chairs for the dancers in the gym, both sides. • Clean/sweep the dance floor. Our cleaning supplies are in the closet by the stage. (delegate this to the Set-Up Helper). • Fill and set out (2) water jugs in the common room (these are in the room next to the stage). We fill the jugs using tap water from the kitchen; if there is ice in the freezer you are free to use that. • Put fliers out in the common room (these are in the accordion file in the closet). Purge any that are out of date. • Put out fans (in closet) unless it's really cold. • Check bathrooms for toilet paper and towels <ul style="list-style-type: none"> ○ Additional supplies are in the janitor's closet opposite the vacuum/mop closet • Fill out the ANNOUNCEMENT TEMPLATE, or delegate to Laura or Craig
6:30	OPENING MGR	Doors Open
		<ul style="list-style-type: none"> • Either the Set-Up Helper or Table Sitter 1 (if they arrive early) can help you take money. • Take money (checks made payable to MCDC) • KEEP ADMISSION MONEY SEPARATE FROM MEMBERSHIP MONEY! There is a separate envelope in the cash box for membership. • Make sure that everyone signs in (for insurance purposes). • Your last duty will be to hand the money box over to the Finance Manager at the break.
6:40	FYI	Caller teaches Beginner's Lesson
7:00	DANCE STARTS	<p>The (2) Table Sitters should have already signed up on SignUpGenius. Do not put a sign-up sheet on the table for Table Sitters. Set out the "Dance Number" sheets.</p> <ul style="list-style-type: none"> • Table Sitter #1 watches the front door for the 1st (3) dances • Table Sitter #2 watches the front door for the 2nd (3) dances
8:15	ANNOUNCEMENTS	Announcements are made right before the last contra of the first half. If Laura is there she will make them but if she isn't the Manager needs to either make them or find someone else to do it. Acknowledge the Caller and Band, thank everyone for coming, announce upcoming MCDC events from current flier.
8:30	FYI	Whoever is counting money that evening (separate sign-up) will tally the evening's receipts, fill out the finance sheet, and pay the talent. That person will count out \$100 seed money for the next dance and return it to the money box, then give any proceeds to the Treasurer. The DM's only responsibility here is to make sure that this has been done. Coordinate with Closing Manager, and then the CM will take over and you are done!

People to contact if you have trouble:

- Stephanie (Volunteer Coordinator) 831-588-0603
- Russell (Treasurer) 360-628-9417
- Laura (Programmer) 831-324-3663
- Craig (Board President) 831-776-1652