



## STATEN ISLAND BALLROOM DANCE CLUB GUIDELINES FOR HOSTING A DANCE (as of February 2024)

Rotating and sharing responsibility for club activities makes for a successful dance organization. Putting your individualized touch on a dinner dance should be an easy, fun, and rewarding experience. You can highlight your creativity through the theme that you choose 😊.

If this is your first time hosting a dance or you just have questions, please reach out to the Dance Host Advisor (Ana Patricia Cosentino) for guidance in how to host a dance. You can email her at [anapat718@verizon.net](mailto:anapat718@verizon.net) or text her at (917) 658-8733.

**The President or designate will reserve the VENUE hall & DJ.** The date, time, location, and cost of the dance for members and non-member guests will be provided by the President.

Guests will be accommodated after members have replied by the due date and only if there is sufficient room at the venue. ***For example, if 90 members respond affirmative by the due date, no guests would be permitted. If 80 members respond affirmative, then 10 guests would be permitted.*** Names of guests and their sponsors should be provided to the President to keep a record.

Contact the President to see what the maximum attendance would be for a particular venue.

### A. AT PREVIOUS DANCE

1. Pick up the **SIBD Dance Host storage case** from the previous dance hosts. It contains the following materials for hosting a dance:
  - a. **SIBD Dance Host Binder:** *Pease review contents of the binder to familiarize yourself with the materials.* The binder contains labeled tabs with helpful materials to assist you in hosting a dinner dance. All materials are also on the SIBD website <https://www.siballroom.org/> in the Members Section. Click on "How To Host A Dance."
  - b. **Raffle:** 50/50 raffle bucket, raffle tabletop sign, and raffle tickets
2. Obtain place cards and the latest catering menu from the Venue Banquet Manager. There is a catering menu in the SIBD Dance Host Binder for reference but pick up your own so you can mark it up with your dinner selections when you finalize the menu with the Venue Manager.



## B. FLYERS

You may create your own Dance Flyer or you can download one of the Dance Flyer Templates (developed by Club Member Vincent Ferrara) and modify. The Templates can be found on the SIBD website Members Section. Click “How To Host A Dance” and you will see the following templates:

- Valentine’s Day
- Spring  
• July 4<sup>th</sup>
- Summer  
• Fall
- Winter  
• Holiday

Flyers should be prepared on standard letter size paper. There are also copies of previous dance flyers that may be used as inspiration for selecting a theme in the SIBD Dance Host Binder and in the SIBD website Members Section - Dance Flyers.

*The flyer must be reviewed and approved by the SIBD President prior to making any copies or distributing them to club members.*

**If you choose to make your Flyer, it must include the following information:**

- **SIBD Club Info:** The name of our club and the name of the President.
- **Name/Theme:** The name that you have chosen for the dance theme.
- **Dinner Dance Date:** Day, date, and time of the dance
- **Venue Name and Address:** Location of the dance.
- **Hosted By:** Names of each Host Couple.
- **Attire:** Dress requirements or costumes, if any, for the dance theme. General dance attire requirements are:
  - Jacket & Tie for all dances (exceptions would be for a themed dance that has recommended fun attire, e.g., 50’s Sock Hop Dance)
  - Formal Wear (or Suit/Tuxedo) for the Holiday December Dance
  - Business or Smart Casual (jackets & ties not required) for dances held June-August.
- **Dance Cost:** List cost per member and cost per guest.
- **RSVP:** List the Host’s name, address, and email for where responses should be sent. Regrets can be emailed to the host.
- **RSVP Date:** Date for when responses need to be received. **The response date should be two weeks prior to the dance date.**
- **Tear off section:** To be returned with check that includes the following info:
  - Name of members and whether they are attending
  - Name and Number of guests attending
  - Total money enclosed
  - Desired seating arrangements



If you choose to use one of the Dance Flyer Templates from the SIBD website, download the template and then update the following details as applicable:

The majority of the dance information has been pre-populated for you and you would only need to update the following fields:

- **Name/Theme:** The name that you have chosen for the dance theme. You have the option to change the dance name/theme on the template by clicking on the Text Box and overtyping with the name that you have chosen for the dance theme.
- **Dinner Dance Date:** Day, date, and time of the dance. Click the drop-down box and select the appropriate month and year. Overtyping the Day of "00" with the day.
- **Venue Name and Address:** Location of the dance. This will only need to be updated if different from our standard venue, The Crystal Room.
- **Hosted By:** Type in the names of each Host Couple.
- **Attire:** Dress requirements or costumes, if any, for the dance theme. General dance attire requirements are:
  - Jacket & Tie for all dances (exceptions would be for a themed dance that has recommended fun attire, e.g., 50's Sock Hop Dance)
  - Formal Wear (or Suit/Tuxedo) for the Holiday December Dance
  - Business or Smart Casual (jackets & ties not required) for dances held June-August.
- **Dance Cost:** Cost per member and cost per guest. This will only need updating if the cost has changed for a particular dance.
- **RSVP:** Type in the Host's name, address, and email for where responses should be sent. Regrets can be emailed to the host.
- **RSVP Date:** Date for when responses need to be received. **The response date should be two weeks prior to the dance date.** Click the drop-down box and select the appropriate month and year. Overtyping the Day of "00" with the day.

### Distribution of Flyers

1. E-Mail flyers to all members. E-Mail addresses can be found in the current version of the Membership Roster or a complete email distribution list may be obtained from the Membership Chairman.
2. Mail a paper copy of the flyer to those members that do not use E-Mail. The President will let you know which members these are.
3. Bring a few paper copies of the dance flyers to Meetings and Socials.



## C. COLLECTING RESPONSES

You have two options for documenting responses and noting seating preferences. The SIBD Dance Host Binder has a pocket divider tab where you can store the Dance Invite Tear Off Section as responses are received. Please note that you will likely not be able to accommodate all seating preferences. That is OK and it gives club members an opportunity to sit with someone new and get to know them.

- a. An **Excel spreadsheet** (developed by Club Member Gary Burkhardt) to track responses, money collected, and seating preferences. Additionally, a Table Layout tab in the spreadsheet will auto-populate a seating chart with member names at each table and the total number seated at each table.

You can download it from the SIBD Members Section. Click “How To Host A Dance” and it is listed in “Info for Dance Hosts” as “**Dance Roster Excel Template.**” Contact the Dance Host Advisor (Ana Patricia Cosentino) for guidance in how to use the spreadsheet. This option is good for those that are familiar with excel. You can also share it with your dance host partner couple via Google Sheets to facilitate collaboration in response collection.

- b. A **printable PDF version of the Excel spreadsheet** that has room for manually writing in responses and seating preferences. You would have to manually calculate total attendees, money collected, and number seated at each table. This option is good for those that prefer to track responses manually or are not familiar with Excel.

Regardless of option chosen, please note the following:

1. Responses and checks should be collected prior to the monthly business meeting of the month the dance is scheduled.
2. Report on the number of members and guest attendees at the monthly business meeting.
3. Hold on to the checks until the night of the dance. The SIBD Dance Host Binder has an envelope labeled “**Dance Checks - Give to Treasurer**” in the Checks/Cash divider tab for collecting the checks.
4. Checks must be received/postmarked by the due date. No checks will be accepted at the door.
5. **We are no longer calling members who have not responded (unless other arrangements were made with the Dance Hosts).**
6. Guests will be accommodated after members have replied by the due date and only if there is sufficient room at the venue. ***For example, if 90 members respond affirmative by the due date, no guests would be permitted. If 80 members respond affirmative, then 10 guests would be permitted.*** Names of guests and their sponsors should be provided to the President to keep a record.



## D. SELECTING THE MENU FOR THE DINNER DANCE

The venue will provide the catering menu and explain how many choices you may select for entrees and carving boards. Fresh fruit, cake, coffee, espresso, and tea come standard for the dessert.

It is your choice as to what you want served at the buffet. Do keep in mind, though, that many members request that fish be an entree choice and that turkey be a carving board choice. There should also be a vegetable dish included in the selection as well. You can find past dance menus in the **SIBD Dance Host Binder** in the **Dinner Menu Tab** for ideas on what to select.

## E. TABLE CENTERPIECE DECORATIONS

You have the option of buying or making table centerpieces that go with your dance theme. There is a **total budget** of **\$125** for centerpieces; **\$150 if there are more than 10 tables** for the dance.

You can come up with a creative way for giving away the centerpieces and announce it during the dance (usually after the raffle and anniversary dance). You can keep it simple. Some ideas from past dances are:

- Whose birthday is closest to the day of the dance.
- Whose birthday day is closest to the month of dance, e.g., If the dance is in October, the person whose birthday day is closest to 10, wins the centerpiece.

## F. PREPARATIONS FOR DANCE

1. **Two weeks before the dance:**
  - a. Call the manager at the dance venue to finalize the menu, linens and desired decorations, if any. The Crystal Room: (718) 447-8926 (Charles or Louis Crispi).
  - b. Ensure that there are enough raffle tickets prior to the dance. If more are needed, please contact the Dance Host Advisor.
2. **One week before the dance, provide the following to the venue:**
  - a. Final estimated head count (members and guests who have paid and not cancelled)
  - b. Table seating layout plan with headcount for each table. The **SIBD Dance Host Binder** has blank Table Layout Forms where you can write down the headcount per table.
3. Fill out seating cards with seating assignments for each table.



## G. DATE OF DANCE

1. Arrive at the dance site **an hour before** the dance to set up.
2. Check seating arrangements at tables and ensure the correct number of chairs per table.
3. Place seating cards on the table near the entrance and arrange them alphabetically.
4. Place Birthday and Anniversary sign in sheets on the same table. The sign in sheets can be found in the SIBD Dance Host Binder in the last 2-sided divider tab labeled **“Birthday List”** and **“Anniversary List”**.
5. Have 50/50 tickets prepared for sale at the door along with the raffle tabletop sign.
6. Direct guests to tables.
7. Give the DJ the order in which you want tables called up for the buffet. Try and be creative so it’s not always table 1 called first and table 10 called last, e.g., start with table 1 and 10 and work your way in or start with tables 5 and 6 and work your way out.
8. Announce Birthdays and Anniversaries with the President.
9. Announce how the centerpieces will be given away at each table.
10. Conduct 50/50 raffle with the President:
  - a. Keep **50% of 50/50 money collected** for the SIBD Club and give it to the Treasurer. Use one of the envelopes in the SIBD Dance Host Binder 50/50 Raffle divider tab labeled **“50% Raffle Collection \$ for SIBD Club”**.
  - b. The remaining money should be divided as follows:
    - i. 1<sup>st</sup> Prize 50%, 2<sup>nd</sup> Prize 30%, 3<sup>rd</sup> Prize 20%
    - ii. Use one of the envelopes for each prize in the SIBD Dance Host Binder 50/50 Raffle divider tab labeled **1<sup>st</sup> Prize**, **2<sup>nd</sup> Prize**, and **3<sup>rd</sup> Prize**.
11. Acknowledge and thank those that helped in organizing the dance.
12. **Submit the following paperwork to the Treasurer on the night of the dance:**
  - a. Receipts for any reasonable expenses that are incurred (check with President for expense limits).
  - b. All checks you collected. The SIBD Dance Host Binder has an envelope labeled **“Dance Checks - Give to Treasurer”** in the Checks/Cash divider tab.
  - c. You will need to give an accurate count of dance attendees to the Treasurer. You can **print out a copy of the Dance Roster** that you used to collect responses and give it to the Treasurer. It has a list of all paid attendees (members and guests).
  - d. Advise the Treasurer of any “no shows” or anyone who called to cancel their attendance due to an emergency and give him their place cards.
13. Give the **SIBD Dance Host storage case** to the next dance hosts. Please ensure that you have put all the materials back in the case before giving it to the next dance hosts.

*That’s it, thanks for organizing the dance! Enjoy the Evening 😊*