

LEBANON SQUARE CIRCLERS

Dance Duty

Last updated 9/27/23

Keeper of the Keys

- Arrive half an hour early to unlock front door.
- Turn on lights.
- Unlock back door and assist caller/cuer with equipment.
- Unlock LSC storage cabinet.
- Bring Sandwich sign down from stage and display out front near the parking lot, visible from the street.

End of Dance:

- Lock storage cabinet and turn off backstage light.
- Inspect hall, kitchen area and restrooms.
- Lock and secure front and back doors (make sure they are shut tight).
- Set the alarm.
- Turn off lights.

Door Duty

- If you can come early, please do so to arrange tables and chairs in the refreshment area. (Tables need to be folded and rolled, not slid.)
- Set up Cashier's Table (white table on stage) and put strawberry tablecloth on.
- Meet Treasurer (or representative) at 7:15pm to accept money box and count out \$75.
- Primary Door Person: Accept dance fees and make sure each dancer signs Attendance Sheet.
- Secondary Door Person: Accept Split the Pot fees (3 tickets for \$1.00) and separate tickets; give one half to the dancer and put the other half in the Split the Pot.
- Write receipts and attach sticky notes as needed for other money received (dues, etc.).
- Around 8:15pm, total dancers by Club and give tally to President. Count and total money and return money box to Treasurer - go dance!
- **Help with Clean-Up Duty.**

Kitchen Duty

- If you can come early, please do so to arrange tables and chairs in the refreshment area. (Tables need to be folded and rolled, not slid.)
- Put out strawberry tablecloths on serving tables and cashier's table.
- Bring crates out of the LSC cabinet and set out plates, napkins, cups, etc.
- Make one pot of regular coffee, and one pot of decaf (4 scoops each).
- Make sure creamer, sugar and stir sticks are set out.
- Set out marker pens with the coffee for people to label their cups.
- Set out hand sanitizer.
- Put out serving utensils as needed.
- Wash club members' dishes and take to front of hall with any leftover food at end of dance.
- **Help with Clean-Up Duty.**

Clean-Up Duty

- Wipe all dining area tables (towels are found in the LSC cabinet).
- Put tables and chairs away **after** the caller leads the final Thank You. (Tables need to be folded and rolled, not slid.)
- Return white Cashier's Table to storage spot at back of stage.
- Wipe dry sinks in bathroom and kitchen area (leave garbage for Janitor unless overflowing).
- Take home used towels to wash and bring to the next dance.
- Dust mop dance floor. Rub out black marks.
- Make sure someone brings the Sandwich Board Sign in.
- Return crates to the LSC cabinet.
- Take kitchen garbage home *only* if the can is full (and replace garbage bag).
- Wipe down and roll up strawberry tablecloths (make sure they are dry).
- All items used should be put back where you found them — *Clean and dry.*