

## Planning and organizing a dance event

### Seminar content:

The seminar deals with all topics, which have to be considered while planning and organizing a dance event. Before an event, during the event as well as after the event.

#### 1. Questions that should be asked before an event

1. Arrangement in the club
2. What kind of special shall be held
3. Are there halls in the surroundings that could be used and which are suitable
4. Will the earnings cover the costs
5. Can the amount of work be covered by the members

#### 2. Planning the event – what needs to be done – what is needed before the event

##### Before the event

- Search and reserve suitable halls
- Is a permission of the city required
- Stage
- Sounding of the hall
- Flyer: draft / costs / distribution
- Gema contract
- Leader contracts
- Program / level / dance styles / afterparty
- Write working plans
- Organization of internal and external staff
- Organization of accommodations for guests, leaders, members
- Search of sponsors and providers
- Catering: own club or others? Permission needed? Alcohol?
- Badges : draft / costs
- Special dance floor needed?
- Seats in hall and for afterparty
- Decoration
- Room for shops and flyer table
- Signs in the hall
- Tables for registration and information
- First aid, red cross, firefighters, caretaker
- Parking lot
- Host liability
- Noise disturbance
- Child protection / Youth sponsorship
- Advertisement regional / costs

### During the event

- Checking the accommodations – clean?
- Checking the stock of food and drinks
- Checking the change
- Control the program flow
- Greetings
- Care of leaders / beverage and snacks on stage
- Koordination of demonstrations if offered
- Pictures
- Saying good bye
- Afterparty show

### After the event

- Coordinating and supervision the cleaning
- Collect and store the cash boxes
- Organization and supervising transportations
- Collect lost items
- Take pictures of eventual damages in the hall
- Payment of leaders, halls, beverage service etc.
- Thank you letter to leaders on programm
- Evaluation of the event
- Bill the event
- Thank the stuff

### Revisions

Nr.	Changes	Release	Contrib.	Date
1.	Erstellung der Keywordlist		TK	2015/03/18
2.	Translation		AK	2016/01/08
3	Update for website	1.5	EH	2018/05/01
4	Review: no changes	1.7	EH	2022/Mrz