

Dance Commissioner Training

Sponsored by the Student Activities Office

Why students don't attend dances

- Had a lousy time last year
- Perception of same old, same old
- Cost to participants. (Are the t-shirts a valuable add-on?)
- Bad scheduling of date
- Theme is not engaging
- Can't find a date or don't know how to find a date
- Like to complain
- Dance was planned at last minute
- Doesn't meet the wants of students (i.e. music, location, food)



First Step of Approval Process

- Submit an SAOnline request!
Fill out Dance Module and Facility/Room/Location Module
Submit request to Rector/Advisor
- Answer questions regarding the event
- Must be submitted a minimum of ten days before the event – may need much more notice for high-demand locations. Submit requests early!

Don't forget to select **SUBMIT** and use print screen details to see updates when comments are posted.



Components of the dance module

- Overview of the dance activity
- Entertainment/theme/food plans
- Budget for the event
- Promotion of the event
- Event management (e.g. wristbands, check-in plans)



Questions to consider before filling out the dance module

- What are the dance details (date, time, & location)?
- If the event is planned for outdoors, where is the proposed **rain/inclement weather location**?
- What other Halls / Groups are involved?
- How many tickets do you plan to sell? What is the minimum number of tickets to be sold in order for the event to happen?
- Will former residents (those living off campus) be invited?



Entertainment/Theme/Food Plans

- What is the theme for the dance? How will the theme be implemented? Theme must be appropriate and inclusive!
- How are you planning to decorate? What kind of decorations does the facility permit?
- What is the attire? How does it support your theme?
- Who is your entertainment? What equipment or accommodations will the performer/DJ need?
- What is the menu for the event? Must spend at least \$3/person in food costs and serve substantial food.
- What type of dance favors, if any, are you giving to your guests?



Promotion/Ticket Sales

- How will you advertise the event?
- When will you begin selling tickets?
- When is the stop date to sell tickets?



Event Management

- What are your check-in procedures at the door? If you are from a hall, what about checking out of the hall?
 - Who will be working to check people in?
 - How will individuals “crashing” the event be handled?
 - When will be the final time that guest may enter the dance?
- If the event is outdoors, how will the area be roped off?
- Who will handle problems at the dance?
- What is the process for clean up of the dance?



Budget

- What is the cost of your entertainment?
- Describe the menu selection, quantity and cost of food ordered and final cost per head. Remember that you must spend at least \$3.00 per person (before tax and gratuity).
- What are the decorations you are using and the cost of the decorations?
- How much will your dance favor cost? How many are you ordering?
- Identify miscellaneous expenses (e.g. ticket printing, equipment rental)



My Request Information

Request Title: Take Me Out To The Ballgame

Name: Amy Geist

NetID: ageist

Your Phone: 5746317308

Authorized NetIDs: rector, advisor, vice-president, treasurer, etc.

Co-sponsors:

Edit Above Info

My Student Group

SAOnline Training

Category: Training

Type: Training

Advisor

[Brian Fremeau](#)

Switch Groups

Request Modules

Status	Module	
<input checked="" type="checkbox"/>	Facility/Room/Location	  
<input checked="" type="checkbox"/>	Food Service	  
<input checked="" type="checkbox"/>	Dance	  

 **Add another Module**

Submit the Request

← Don't forget!

Amy Geist,
Event Coordinator

[Home](#) | [Add New Request](#) | [Request History](#) | [Search](#) | [Switch](#) | [Logout](#)

My Current Requests

Title	Event Date	Last Updated	Status	Added by	Progress		
Take Me Out To The Ballgame	10/26/11	10/26/11 12:00 AM	SUBMITTED	ageist	<input type="text"/>		

My Recent Requests

NDLF

Status: *APPROVED*

Last updated on 09/05/2011

Student Union Board Movie Magnets

Status: *APPROVED*

Last updated on 08/04/2011

Fall Mall

Status: *APPROVED*

Last updated on 07/07/2011

SUB Shirts for SUB members

Status: *APPROVED*

Last updated on 05/09/2011

Antostal-Quarter Dog Eating Contest

Status: *APPROVED*

Last updated on 04/27/2011

Request History

Next Steps of Approval Process

Proposal goes to Activities Liaison

Katelyn Mendoza – Residence Halls

Peggy Hnatusko – Graduate Student Union, MBAA, SBA

See SAO – undergraduate clubs

David Mattingly –graduate clubs

Approvals from Departmental contacts

If you need the approval from the facility / venue manager

If you will need ND Police/Security at the event (on-campus facilities only)

If you are ordering a product (requires the imprinting module)

If you are having a fundraising component at the event (may also require the solicitation module)

Dance Proposals forwarded to Katelyn Mendoza (SAO)

Must be received no less than five days before the event

Schedule dance meeting with Katelyn



Other Paperwork you might need for your dance

- Standard Form Entertainment Contract
 - DJs, entertainers, possibly others (just ask!)
 - sao.nd.edu/thesource/discjockeys.html
- Off-Campus Facility/Caterer Contract
- Bus Contract
 - sao.nd.edu/thesource/trips.html
for the list of approved charter bus companies
- Waiver and Release of Liability Form
- License for Gaming Activities (needed for raffles, gambling)



Specific For Off-Campus Events

- Need to have a signed contract with the facility and caterer
- Need to provide charter bus transportation
- All guests are required to sign the waiver
- Rector or advisor must be present at that event
- Cash bars need the approval of Mr. Brian Coughlin, Associate Vice President for Student Development



Policies

- Dance Policies
 - sao.nd.edu/thefsource/dances.html
- dulac.nd.edu
- Venue-specific regulations



Success Metrics

- Number of guests in attendance
- Hall Council or student group impression of event
- Rector or advisor impression of event
- Evaluation of participants
- Venue manager impression
- How did it create a sense of belonging or connection to the group?
- Did the participants and guests feel welcome? How was this accomplished?



Student Activities Venues

- LaFortune Student Center
- Fieldhouse Mall
- Stepan Center

Outdoor Grounds

- South Quad
- North Quad
- Mod Quad
- Hall Courtyards, etc.



Catering... by Design Venues

- North Dining Hall F Wing
- South Dining Hall
- South Dining Hall Oak Room
- Main Hall/East Wing
- Reckers Stage & Patio



Off-Campus Venues

- Silver Hawks Stadium
- Century Center
- College Football Hall of Fame
- RV Hall of Fame (Elkhart)
- Chippewa Bowl
- USA Skate Center



Additional On-Campus Venues

- Jordan Hall of Science
- Mendoza College of Business
- Hesburgh Library
- Joyce Center Monogram Room
- Warren Golf Course
- Morriss Inn
- McKenna Hall



Dance Calendar

Visit <http://tinyurl.com/dancecalND> for the calendar of ALL upcoming dances (not just those for halls) as reported through SAOnline requests.

You can see what venues are already requested, which are booked, and what other groups are hosting dances on the date you are considering.

SAOnline requests are needed for all locations; please submit ASAP!



Questions?

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sao.nd.edu

