

# Dance Training

Sponsored by the Student Activities Office and  
Catering . . . by Design

Hall / Club Dance  
aka “dance” or also known as:

*Club Dance*

*SYR*

*HallWide Dance*

*Off Campus Formal*

*On Campus Formal*

*Outdoor Dance*

# Agenda

- Refreshment break
- Successful Dance Tips
- Working with Catering by Design and academic / NDFS venues
- How to plan an dance and SAOnline
- Calendar Review

# Successful Dance Tips

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# Why students don't attend dances

- Had a lousy time last year
- Perception of same old, same old
- Cost. Are the t-shirts a valuable add-on?
- Bad scheduling of date
- Theme is a turnoff
- 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 needs (i.e., music)

# How to plan a dance

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# First Step of Approval Process

*Submit dance module to Rector / Advisor*

Answer questions regarding the event

Must be submitted a minimum of eight days before the event

Don't forget to select **SUBMIT** and use  
**print screen details**



Peggy Hnatusko,  
Event Coordinator

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## Add a New Request

**Request Title:**   
(or Name of Event)

**Name:** Peggy Hnatusko

**NetID:** mhnatusk

**Your Phone:**   
(including area code)

**Please list other NetIDs**   
(aside from your own) that  
may access this request,  
separated by ",":

**Please list all**   
co-sponsoring  
campus organizations  
separated by ";"  
(if applicable):

### Select your Student Group

type to filter list:   
SAOnline Training

### SAOnline Training

Type: Training  
Category: Training  
Advisor: Brian Fremeau

**Facility/Room/Location**

*This event will take place in a campus facility, at an outdoor campus space, or at a location off campus*

**Food Service**

*We will be serving food at this event*

**Inprinting Merchandise**

*We will be imprinting t-shirts or other items*

**Fundraiser**

*We will be collecting money and/or donations for this event*

**Student Group Travel**

*We will be travelling for an off-campus event*



**Petition**

*We will be circulating a petition*

**Solicitations**

*We will be soliciting funds or items from individuals or businesses for an event*

**Concession Stand**

*We are going to setup a concession stand.*

**Dance**

*We are planning a dance*

Initiate the Request

A Service Provided by the Student Activities Office

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# Components of the dance module

- Overview of the dance activity
- Entertainment/theme/food plans
- Budget
- Promotion
- Event management



# Questions to consider before filling out the dance module

- What is the date, time & location of dance?
- If the event is planned for outdoors, where is the proposed rain location?
- What other Halls / Groups are involved?
- How many tickets do you plan on selling? What is your minimum number of tickets to be sold?
- Will former residents be invited?

# Entertainment/Theme/Food Plans

- What is the theme for the dance? How will the theme be implemented?
- How are you planning to decorate?
- What will the dress code be? How does it support your theme?
- Who is your entertainment?
- What is the menu for the event?
- What type of dance favors are you giving to your guests?

# Promotion/Ticket Sales

- How will you be advertising 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 the \$3.00 per head suggested guidelines.
- 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



Peggy Hnatusko,  
Event Coordinator

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## Sample Dance Dance Module

\* = Required Field

Dance Location \* : LaFortune Student Center

Date of Dance \* : September 18, 2010

Sponsoring Residence Halls/Student Groups \* : SAO; residence halls

Theme of Dance \* : Sports theme

Dance attire \* : Sports apparel

Anticipated attendance \* : 300

Start time of dance \* : 10:00 p.m.

End time of dance \* : 1:00 a.m.

### TRANSPORTATION AND SECURITY

Transportation to be provided by \* : n/a

Departure location from campus \* : n/a

Transportation schedule \* : n/a  
(e.g. Buses will shuttle from campus to venue beginning at 9:00 pm...)

Security will be provided by \* : NDSP - Lt. Georege Heeter



**FOOD AND ENTERTAINMENT**

**Food that will be prepared and provided by Catering by Design \*** : 300 mini corn dogs; 300 tacos; 600 cookies with different sport theme logos on; gatorade

**Food that will be prepared and provided by off-campus facility \*** :

n/a

**Music/Lights will be provided by \*** : Using in house system

**SET-UP AND CLEAN-UP**

**Set-up and decoration responsibilities \* (If responsibilities for set-up and decorations are with the student group, include schedule for set-up):** SAO will set up with the assistance of residence halls. A pre meeting will be set to sort through decorations five days before

**Clean-up responsibilities \*** : Each group will have four volunteers on hand under the leadership of the dance commissioner

**TICKETS AND EXPENSES**

**Ticket Price \* (include individual and couple costs):** \$10 per individual

**Ticket sales schedule and details \* (include how and when tickets will be sold to attendees):** Tickets will be sold starting 9 days before the event. The hall with the greatest percentage of the residents that purchase tickets 5 days out will get to chose their top 10 songs to be played at the dance starting at 10:30 p.m.

**Check-in procedures \* (e.g. tickets, names and IDs will be checked at the door by æ):** 1 AR and half the RAs will check the residents out of the hall at designated time. Rector and other AR and remaining RAs will be on hand to check in the dance.

**Estimated costs for venue, food, music, transportation and security \* :** \$3000

**Additional information:**

NOTE: If you are planning to create a t-shirt or other item for this dance, please submit a separate Imprinting Merchandise request.

Update/Complete Module

Cancel this Module

Peggy Hnatusko,  
Event Coordinator

**My Request Information**

**Request Title:** Sample Dance

**Name:** Peggy Hnatusko

**NetID:** mhnatusk

**Your Phone:** 574-631-7308

**Authorized NetIDs:** (ND students or rectors only)

**Co-sponsors:** SAO  
Hall Council

**My Student Group**

**SAOnline Training**

Category: Training

Type: Training

**Advisor**

[Brian Fremeau](#)

Switch Groups

Edit Above Info

**Request Modules**

Status



Module

Dance



Add another Module Select from List...

Submit the Request

# Next Steps of Approval Process

## *Proposal goes to Activities Liaison*

Peggy Hnatusko for residence halls, Graduate Student Union, MBAA, SBA

Mary Kate Havlik for undergraduate and graduate clubs

## *Approvals needed from other offices (Dept contacts)*

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

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

If you need the approval from the facility / venue manager

If you are having a fundraising component at the event (requires the solicitation module)

## *Dance proposal is forwarded to Peggy Hnatusko, Student Activities*

Must be received no less than five days before the event



# Other Paperwork you might need for your dance

- Standard Form Entertainment Contract
- Off Campus Facility / Caterer Contract
- Bus Contract
- Waiver and Release of Liability Form
- License for Gaming Activities

# 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 complete bus 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
- The Source - Student Activities Office - du Lac Student  
*Activities Policies*
- Venue Specific

# Success Metrics

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

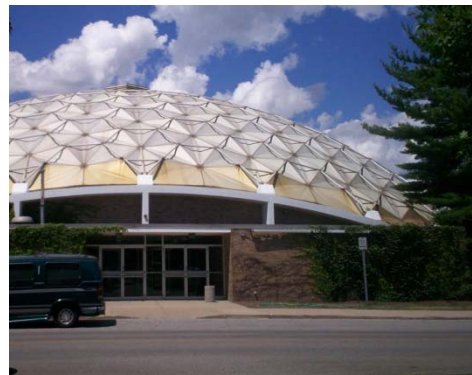
# Student Activities Venues



LaFortune Student Center



Fieldhouse Mall



Stepan Center



# Food Service Venues



North Dining Hall



South Dining Hall –  
Oak Room, Main  
Hall, Reckers  
Hospitality

# Outdoor Grounds



South Quad



North Quad

Also: Hall Courtyards, Mod Quad, etc.




# Academic / Administrative / Athletic Buildings

- Academic
  - Jordan Hall of Science
  - Mendoza College of Business
  - Hesburgh Library
- Administrative / Athletic
  - Purcell Pavilion at the Joyce Center (Club Naimoli and the Monogram Room)
  - Joyce Center Fieldhouse
  - Rockne Memorial
  - Warren Golf Course
  - McKenna Hall
  - Morris Inn / Irish Courtyard
  - Main Building

# Calendar Review

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Search sao.nd.edu

**SAO** Student Activities Office | 315 LaFortune Student Center | 574-631-7308 | Email: [sao@nd.edu](mailto:sao@nd.edu)  
SAO Mission  SAO Blog  SAO on Facebook  SAO on Twitter

**SAOnline** Log-in to SAOnline **theSource** Student Leader and Advisor Resources Student Events Listing of Student Groups

## Upcoming Events



**Comedy Show featuring Michael Ian Black and Mike Birbiglia**  
Friday, September 3, 10 pm to Midnight on South Quad  
[More Info](#)



**The End Zone: Live Band Karaoke**  
Saturday, September 4, 10 pm to 2 am in LaFortune  
[More Info](#)

## Welcome to the new SAO Homepage

We're in the process of transforming our entire website and it's all for you, Notre Dame students. You'll find big changes already underway, including:

- A new SAO Events page featuring our new student events Google calendar
- A new index for The Source, our resource guide for Student Leaders and Advisors
- New Blog, Facebook, and Twitter content

And we're only getting started. We'll roll out new features and changes for other pages in the days and weeks ahead. Let us know what you think by emailing the Student Activities Office, or drop by 315 LaFortune and let us know in person.

For users feeling nostalgic, our old SAO homepage and website content is still active for now, but we'll be phasing those pages out of circulation over time, so don't grow too fond of them. Enjoy.

# WELCOME

to [sao.nd.edu](http://sao.nd.edu)

### About SAO

[Staff Directory \(PDF\)](#)  
[Student Employment](#)  
[Student Affairs](#)

### Student Events

[Featured Events Calendar](#)  
[University Events Calendars](#)

### Student Group Information

[Alphabetical Listing of Groups](#)  
[Group Categories & Descriptions](#)  
[Prospective Group Information](#)

### Leader & Advisor Resources

[For Undergraduate Group Leaders](#)  
[For Residence Hall Leaders](#)  
[For Graduate Group Leaders](#)  
[For Advisors](#)

### Special Services

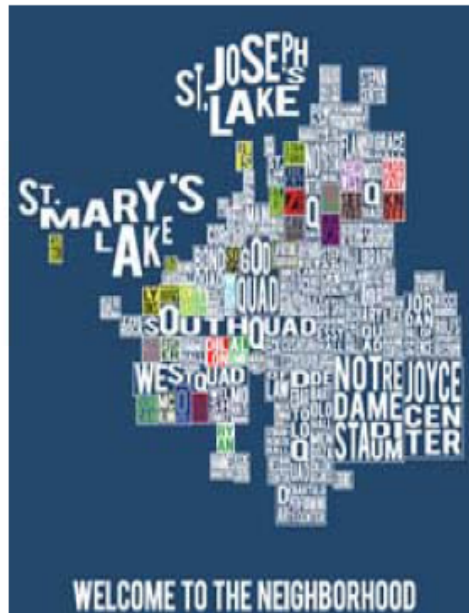
[Venues and Facilities](#)  
[Student Shop ND](#)  
[Domer Dollar Donations](#)



**Student Activities Office**  
315 LaFortune Student Center | 574-631-7308  
Email: [sao@nd.edu](mailto:sao@nd.edu) | [SAO Blog](#) | [SAO on Facebook](#) | [SAO on Twitter](#)

SAOnline is our student group event registration and activity approval tool.  
Click here to access: 

[> Home](#) > [Student Groups](#) > [Residence Halls](#)



## RESIDENCE HALL INFORMATION

Last updated 9/8/10

### HALL DANCES

### HALL FINANCIAL INFORMATION

### HALL SIGNATURE EVENTS

### HALL FIRST YEAR ORIENTATION

### HALL STORAGE (undergraduate hall trailers return on August 24 at 8:00 a.m.)

### HALL EVENTS

[Hall Dance Calendar](#)  
[Hall Signature, DICE and All Campus Events](#)  
[Residence Hall Mass Schedule](#)  
[Agenda](#)  
[Hall Leaders Training Calendar](#)



To add a dance or hall event to this calendar, please send the information to [sao@nd.edu](mailto:sao@nd.edu) or contact the Student Activities Office at 574-631-7308. Dances and events are subject to change without notice. The listing of the dances and events is for planning purposes and does not indicate approval of the activity.

### Event Planning Forms - SAOnline

- [Standard Form Entertainment contract](#) (in interactive .pdf format)
- [Student Union Application for Fund Form](#)
- [HPC Event Reimbursement Form](#)
- [Utility Locate form \(used for tents\) Page 1](#) (in .pdf format)
- [Utility Locate Form page two](#) (in .pdf format)

# Hall Dance Calendar

## Hall Dances

Here is some information regarding hall dances:

[Hall Dance Locations](#)

[Catering by Design's Grid of venues](#)

[Hall Dance Proposal](#) (please see below reference sheets to assist you in completing the SAOnline appl

[SAOnline Facility Module](#)

[SAOnline Food Module Reference](#)

[SAOnline Imprinting Module Reference](#)

[SAOnline Fundraising Module Reference](#)

[Hall Dance Policies](#)

[Student Activities Policies from \*du Lac\*](#)

[Catering . . . by Design Web Site \(used to order food\)](#)

[Hall Dance Dates - Fall](#)

[Hall Dance Dates - Spring](#)

[Outdoor Grounds Reservations](#)

[Theme Suggestions](#)

[More Party Suggestions](#)

[Even More Social Suggestions](#)

[Approved list of Disc Jockeys](#)

[Approved list of Imprinting Vendors and Vendor Policy](#)

:

Find info here



Found at [sao.nd.edu](http://sao.nd.edu) (look for the link For Residence  
Hall Leaders (at the bottom of each page))

# For additional information

Peggy Hnatusko, Director of  
Student Activities for Programming

- 631-7308
- [mhnatusk@nd.edu](mailto:mhnatusk@nd.edu)
- Student Activities Office,  
315 LaFortune

Jeremy Kinsler, Manger Catering  
by Design

- 631-9919
- [jkinler@nd.edu](mailto:jkinler@nd.edu)
- Catering by Design, 602  
Grace Hall