Dance Training

Sponsored by the Student Activities Office and Catering . . . by Design
Hall / Club Dance
aka “dance” or
also known as:

Club Dance

SYR

Hall Wide Dance

Off Campus Formal

On Campus Formal

Outdoor Dance
Agenda

- Demonstration: Catering by . . . Design
- Successful Dance Tips
- Working with Catering by Design and academic / NDFS venues
- How to plan an dance and SAOnline
- Calendar Review
CATERING . . . BY DESIGN DEMONSTRATION
SUCCESSFUL DANCE TIPS
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
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
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
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 ",":

(student or rector NetID only)

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

- 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

- Imprinting 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 Request
Student Activities Office Dance

Dance Module

Dance Location *:
Date of Dance *:
Sponsoring Residence Halls/Student Groups *:
Theme of Dance *:
Dance attire *:
Anticipated attendance *:
Start time of dance *:
End time of dance *:

TRANSPORTATION AND SECURITY

Transportation to be provided by *:
Departure location from campus *:
Transportation schedule *:
(e.g. Buses will shuttle from campus to venue beginning at 9:00 pm...)
Security will be provided by *:

* = Required Field
FOOD AND ENTERTAINMENT

Food that will be prepared and provided by Catering by Design

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

Music/Lights will be provided by

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):

Clean-up responsibilities

TICKETS AND EXPENSES

Ticket Price

(include individual and couple costs):

Ticket sales schedule and details

(include how and when tickets will be sold to attendees):

Check-in procedures

(e.g. tickets, names and IDs will be checked at the door by â€¢)

Estimated costs for venue, food, music, transportation and security

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:** Student Activities Office Dance
- **Name:** Peggy Hnatusko
- **NetID:** mhnatusk
- **Your Phone:** 631-7308

**Authorized NetIDs:** (add student or rector NetID only)

**Co-sponsors:**

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**My Student Group**

SAOnline AR Training

<table>
<thead>
<tr>
<th>Category: Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: Training</td>
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**Advisor**

Robert Casarez

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**Request Modules**

<table>
<thead>
<tr>
<th>Status</th>
<th>Module</th>
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<tbody>
<tr>
<td><img src="add.png" alt="Add" /></td>
<td>Dance</td>
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**Add another Module**

- Select from List...

**Submit Request**

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*Don’t forget*
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)
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. Bill Kirk, Associate Vice President for Residence Life
Policies

- Dance Policies [The Source - Student Activities Office - University of Notre Dame](#)
- [du Lac](#)
- 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
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**
  - Joyce Center
  - Rockne
  - McKenna
  - Morris Inn
  - Main Building
CALENDAR REVIEW
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

Found at sao.nd.edu (look for the link RESIDENCE HALL Resources)
Peggy Hnatusko, Director of Student Activities for Programming

- 631-7308
- mhnatusk@nd.edu
- Student Activities Office, 315 LaFortune

Jeremy Kinsler, Manager Catering by Design

- 631-9919
- jkinler@nd.edu
- Catering by Design, 602 Grace Hall

For additional information