

SOCIAL DANCE COMMITTEE

1. Request a budget allotment from the president. With this in mind, begin to search for a band, a disk jockey, or other means of providing music.
2. Secure appropriate entertainment.
3. Write a contract, to be approved by the president and the chairman of the Student Relations Committee.
4. Sign the contract, and send copies to the president and the chairman of the Student Relations Committee, and the music group. Keep a copy for your files.
5. Stay within the budget for music and snacks for the two social functions. (As long as LTLA uses the Louisiana Convention Centre, no outside snacks may be brought into the facility-- according to the contract.) (2/13/98)
6. Make arrangements with the LTLA/hotel liaison person for a room, tables for snacks, and drinks. Remember that the students pay for their drinks. (See the note in #7.) (2/13/98)
7. Announce the time and location for the dance in the newsletter.
8. Make arrangements with the president for plaques for first place winners and ribbons needed for the contests.
9. Man the table for the registration of the dance contests. (2/18/2000)
10. Conduct group and individual dance contests for junior and senior divisions at 9:30 PM with the junior and senior contests being held at the same time and kept to 30 minutes. (4/16/05)
11. Make a last minute check on the music for the dance.
12. Obtain the requested ribbons and a plaque for the first place winner at the executive board meeting on Friday morning at the convention.
13. Make sure that the band is performing satisfactorily, and that no one is unruly. Make sure that the band receives payment at the end of the dance. The treasurer will issue the check to the music group. (2/18/2000)
14. Check to see that all persons attending the dance have name tags. Some of the sponsors will gladly assist you.
15. If any student has no name tag, he/she will be disqualified from the contests. (4/05/03)
16. Remember that no smoking or intoxicants of any nature are permitted in the possession of anyone at the dance. If you need assistance, a policeman will be on duty.
17. Attend all executive board meetings. Make copies of a written report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
18. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.

Revised April 16, 2005