



Socials/Workshops Committee

Responsibilities:

- ◆ Working with Board to schedule DJs and instructors for socials/workshops
- ◆ Address comments to improve socials/workshops
- ◆ Suggest which dances to have taught at socials/workshops
- ◆ Ensure dances taught at socials/workshops are subsequently reviewed & danced
- ◆ Get stepsheets printed, copied, and sent to website
- ◆ Create “DJ Announcements” sheet
- ◆ Receive list of dances being done in classes from Membership Committee before socials/workshops
- ◆ Keep various lists (San Diego floor splits, Songs to fade, Playlists from socials/workshops)
- ◆ Greet people at door and staff the entrance table
- ◆ Make Guest nametags
- ◆ Run raffle at socials



Merchandise Committee

Responsible for:

- ◆ Designing SDNLD merchandise (nametags, shirts, etc.)
- ◆ Keeping inventory of SDNLD merchandise (nametags, shirts, videos, etc.)
- ◆ Selling merchandise at SDNLD events and where allowed
- ◆ Re-stocking merchandise with Board approval



Setup/Cleanup Committee

Responsible for:

- ◆ Coordinating the set-up and clean-up duties and volunteers for the Socials
- ◆ Set-Up Crews must arrive by 5:00 PM and are responsible for completing the following prior to the start of the Social:
 - Putting out extra chairs,
 - Setting up tables and fans,
 - Bringing in and setting up food and drinks (including coffee pots),
 - Bringing in paper goods,
 - Sweeping the floors so they're ready for dancing.
- ◆ Clean-Up Crews are responsible for completing the following no later than 10 PM:
 - Putting away the fans and extra chairs (just leave chairs on perimeter),
 - Cleaning up the food/drinks,
 - Packing up the remaining paper goods & drinks,
 - Picking up trash, and
 - Sweeping the floors.



Activities Committee

Responsible for:

- ◆ Organizing and running outside Club activities (not socials/workshops)
 - BBQs
 - Field Trips
 - Fundraisers (organize and search out new opportunities)
 - Carpools/roommates for dance events
 - SDNLD associated or sponsored events outside of Balboa Park



Performance Committee

Responsible for:

- ◆ Planning Special Dance Exhibitions & Performances
- ◆ Contacting members of a “Ready Team”
- ◆ Creating and rehearsing for special performances (all routines with Board approval)



Publicity/Membership Committee

Responsible for:

- ◆ Creating & copying SDNLD flyers and Monthly Newsletter
- ◆ Submitting announcements to community boards/publications/e-newsletters [Night & Day, Radio/TV bulletin boards, E-newsletters (LDI list, Carol Craven's newsletter, etc.)]
- ◆ Compiling instructor packets
- ◆ Maintaining the SDNLD Banner
- ◆ Creating and maintaining display boards for publicity
- ◆ Managing free passes for the Socials and Workshops
- ◆ Processing membership applications
- ◆ Soliciting for new members
- ◆ Setting up and maintaining contact with each instructor/class in San Diego to encourage membership and find out why people do not join
- ◆ Suggesting new ways of increasing membership



Historian Committee

Responsible for:

- ◆ Creating videos of SDNLD socials and performances
- ◆ Making videos available to Merchandise Committee for sale
- ◆ Taking and printing photos from SDNLD activities
- ◆ Creating and maintaining SDNLD scrapbook & photo display boards



Website Committee

Responsible for:

- ◆ Designing and updating SDNLD website