

Decades Dance Task List (Formerly Doo Wop Dance)

Determine Date: Done with CA 6:30-9:30 PM (Doors open @ 6:00)

Hiring Band for the date:

Hire a band at least 6 to 7 months from date. Price no more than \$2100.00

Get contract from band, along with W9 and liability waiver (if using the previously used band it will be on file) send to CA POC – currently Teri Hagan @ Terri@tprcoa.com

We are currently using Outside the Line Band – they will require a deposit and then we will need to get a check to them from the CA day of event. **So, this needs to be down at least 2 week prior to date of event** Corey can help here, with the form that is needed

POC: Jim Porter @ outsidethelinemusic@gmail.com Phone: (480) 560-2435

Band will need to arrive earlier to set up so you will have to meet them (5:00 pm)

Forms – See list below, send all forms to Terri@tprcoa.com and Tammy@ Tammy@tprcoa.com

Can be downloaded via [MyTPR](#)

[Club Funds Request Form](#) (Corey Hart can help)

[Floorplan – Ballroom Fillable](#)

[Liability Waiver Form](#)

[Request for Poster Fillable](#)

[Ticket Sales Information Sheet On-site Fillable](#)

[W9 Form](#)

Poster and San Tan Press:

Poster can be made by the CA if you want them to or you can send a version to them

San Tan Press ad needs to be done 2 months before the date (March > December if you want it to be put into Jan/Feb/Mar issues.

Set up:

Once you download form link above, send directly to Teri Hagen @ Terri@tprcoa.com. **25 tables 8 per table and open seating**

Decorations:

We have decorations from previous dances, that I have been reproposing to save on cost, so as long as you keep a theme it will work. Currently we have sundae cups I use for candy and treat and records. We also have string lights and beachy items. Use the team to come up with something fun

Food:

Water - contact the CA to have two large coolers full of water along with ice for the side room of the ballroom and café. Make sure you get small cups, dollar tree was good for those

Snacks – best to purchase at Costco business center great price on snacks for the table. People like this but they do bring their own too.

Day of Dance Set up:

Setting up can be around 10:00 or 1:00 pm depending on who you have volunteer your choice. Let the crew know at what time they need to have the tables ready for the club.

Set up tablecloths, decorations, food at tables, etc.

I suggest you do an open seating first come basis rather than reserved tables

Clean up: All garbage bins need to be empty, and decorations are put back in bins. Tablecloths need to be washed and folded back in the bins (people will help do this)