**Planning a Dance/Ball**

Beginning of term Set date

Get location

Book DJ

Set up time line of when to do activities, especially committee meetings

Meet with committee

Decide theme, decorations, food if dinner dance

Decide who will be in charge of what aspect of dance

Pass out both types of donation letters (food or gifts)

Plan design for posters and tickets who is making

Decide on price for tickets Remember to figure out price for meal, DJ, decorations and then add on extra which will be your donation to whatever

Hand out tickets to committee members and Mother Advisors

Each committee member send letters for donations to assigned businesses

Three months before event- Send info to Freemason, Scimitar with event name, activity,

By who, date, where, for what “Who, What, When, Where, Why”

Contact Charity if this is for Charity ask for their support and if someone from Charity might be able to attend

Put posters up in local Lodges and ask to put up in Lodges that do not have Rainbow

Meet with committee to see how things are going

Four – six weeks before event

Follow up with donation letters Call to see if they are able to donate and make arrangements to get whatever it is from the business

Check to see posters were put out

**WATCH FOR SALES FOR PAPER GOODS, FROZEN FOODS, BUTTER, SUGAR, COFFEE, TEA** , **PUNCH, ETC**

**Information to local papers for article and to local cable TV**

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1 week ahead of supper Check to see how many tickets have been sold, **money already in hand,** plus those who say they will be there. Have 2 lists.

2-3 days ahead of supper Buy last minute, perishable items

1-2 days ahead of supper Print schedule for the day.

Day of dance/supper Arrive at designated time. Plan for plenty of time in case something goes wrong and to allow help to have a short break. If arriving before noon, remind everyone to bring lunch with them. Provide drinks for during the day.

Check off items on list as completed. Peel veggies first as this is usually a chore that no one likes to do. Leave setting the tables for last. Get the kitchen stuff done first and cleaned up. **CLEAN AS YOU GO. MAKE SURE EVERY GIRL GETS A TURN IN THE SINK!!!**

Decorate after initial food prep done

Take some time for each person to relax for a short while

Have someone assigned to collect any money at the door but preferably no money will be taken at the door

Within one week after dance/supper Girls to send thank you to businesses and persons who donated

GET PICS of girls working so that you have lots of stuff for scrapbooks and papers.

**Get a pic and article in the Freemason, Tel-A-Star, Scimitar of activity happening. Get pic and article in the local paper especially if this is for charity. The more info we get out to the community, the better, so that people will know we are here.**