

Pre-and Post-Event Tasks for a Residential Camp Music and Dance Weekend

No. of Hours	Pre-Event Task/Description
5 hr	<p>Revision of Previous Year's Registration Flyer and Confirmation Document:</p> <ul style="list-style-type: none"> • Editing documents to ensure consistency with changes developed by this year's planning committee • Tabbing, labeling, stamping of flyer • Mailing a stack of flyers to other Midwest dance groups, with enclosure note; use contact addresses from CDSS Directory • Send email to CDSS to have event listed in their calendar of events; make sure CBDC webmaster has event on CBDC website
1 1.5/wk 2 5 1 2 5	<p>Registration:</p> <ul style="list-style-type: none"> • Copying last year's Access database, and readying for new registrants • Retrieving incoming envelopes from Evanston post-box; opening envelope, verifying that check amount matches what the individuals say they are signing up for; entering names, phones, status and fees into Access database; preparing confirmation document; writing out envelope or emailing confirmation to participants • Depositing checks to Chase account • Responding to phone calls with registration questions—this lasts up to the day of the event • Communicate any special needs to relevant person (food allergies, electrical needs) • Providing refunds for cancellations & changing info in database accordingly • Work with person making name badges, to email them final list of participants (from Access) in time for them to create the badges; check badges received against list • Prepare print-outs of lists of participants for camp staff, registration and task books
1 2	<p>Coordinate Tasks:</p> <ul style="list-style-type: none"> • In Access database, enlarge or reduce the number of tasks for individuals, based on the number of people attending, where events are happening, and what tasks need to get done • Using semi-final list of Chicago area participants (from Access), at dances and via phone, sign up Chicago area participants to take responsibility for the larger coordination of tasks during the event • Identify participant with medical background for first aid on-site responsibilities

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10	<p>Provisioning (During Event and Post-Event)</p> <ul style="list-style-type: none"> • On Friday, make sure appropriate supplies are in the correct houses for the weekend • Monitor supplies during weekend, consolidating boxes to keep the storage area tidy, sequestering supplies that look like they will not be needed so that they remain unopened and can be returned for refund • At the end of the event, ensure that all remaining provisions (including refrigerated items) are either distributed to the camp if they can use them or donated to the local shelter. Otherwise, non-perishable opened items are returned to Chicago for CBDC's use, or returned to Chicago for storage until following year. Unopened items are returned to Chicago for taking back to stores for refunds. This task often means recruiting people with extra space in their cars or vans to transport boxes back to Chicago. • Submit final accounting of costs (i.e., receipts) after returns are completed, so you are reimbursed for any out-of-pocket costs
	<p>Post-Event Task Description</p>
1	<p>Registration Related:</p> <ul style="list-style-type: none"> • Update Access database with additional names of participants, including dance only participants • Provide final numbers of participants to camp and CBDC Treasurer via email
1.5	<p>End-of-Event Clean-up:</p> <ul style="list-style-type: none"> • Make sure that each house's living room has been restored to its original furniture layout (especially if Cedar Lodge is used for workshops) • Make sure that each house has had all rooms (and fridges) inspected for lost items and cleanliness, with Lost and Found held for a brief period and then turned over to CBDC's general Lost and Found (Bill Sudkamp)
1	<p>Final Accounting</p> <ul style="list-style-type: none"> • Work with CBDC Treasurer to review camp invoice, and have it paid. • Provide refunds to participants, as needed