

DANCE FIESTA

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Info@DanceFiesta.net

Dear Volunteer,

We are so happy you are going to join our Volunteer staff for the Dance Fiesta 2007! We are excited about this year's event and hope to have the volunteer schedule complete prior to opening day. To help us in our efforts to do just that, please take a moment to answer the following questionnaire. We have provided a brief description of the jobs available for your information, along with the *tentative* schedule. These forms will be sent to our Volunteer Coordinators for scheduling. They will contact you with your final schedule. The Coordinators will make every effort to give you the requested assignments, however, we have many hours to fill so please be flexible and accepting of any assignments. If you have concerns or questions please address them to Info@DanceFiesta.net.

Regarding compensation: Many of you are asking about the benefits of being a volunteer. We will be compensating Volunteers after their work hours are completed. We ask that all volunteers pay their registration up front and then the Dance Fiesta will distribute Gift Certificates upon the conclusion of each shift that you work. The Gift Certificates may be redeemed at the Dance Fiesta store or can be applied towards the 2008 Dance Fiesta. If you would like reimbursement for the 2007 Dance Fiesta weekend pass you may submit the Certificates after the conclusion of the event to the Volunteer Coordinators. Reimbursement Checks will be sent out within seven days of the conclusion of the event. Dance entry fees, and the dinner show are not eligible for Certificates.

We are planning on arriving in Albuquerque the weekend prior to the event. There will be a Volunteer meeting on either Tuesday or Wednesday evening that week (place to be determined). For those of you that live in Albuquerque (or close) we would like to have you attend this meeting so we can clear up questions and talk about responsibilities, compensations, and scheduling.

Don't forget to plan on attending the Thursday Night Dance...this is bound to be a great time! This year the Dinner Show will feature special hosts, Masters Competition and special exhibitions by our talented staff. You won't want to miss this true FIESTA! Complete with Pinata's and all!

See you at the FIESTA!

David Hammon & Ivory O'Leary

Volunteer Job Descriptions:

Security: Tending to workshop and/or ballroom doors to ensure proper wristband and/or ticket is checked or taken for all entering customers.

Security Floater: Walk around the ballroom and discretely identify those who are in the ballroom without proper wristbands. Unfortunately every year a few individuals may sneak past our door security, we would like to quietly escort those individuals to the registration area for proper payment and entry wristbands.

Floor Mom: In charge of lining competitors up in the staging area prior to entering the floor for competition. Highly organized and outgoing individuals are needed for this job. You will be responsible for checking competitors in, following heat sheets, communicating heat sheet errors or other delays to the MC and DJ, keeping competition moving along, and keeping general order in the staging area.

Floor Mom Assistant: Aiding the Floor Mom in locating the competitors for the next heats and lining them up in order to enter the competition floor. Gathering competitor numbers when the competition is complete.

Set-Up: Aid in assembly of dance floors and decorations of all ballrooms, hallways, etc. prior to the event. These individuals need to be available and willing to work late Thursday night (after the Thursday night Party) and in the pre-dawn hours of Friday morning.

Tear Down: Upon conclusion of the event, the general dismantling of all decorations, lighting, sound, dance floors, scoring room, etc. These individuals will work into the early morning hours of Monday if necessary after the conclusion of the Sunday Night Dance.

Hospitality: Help to prepare, serve and clean-up breakfast and lunch in the VIP/Judge suite.

Ballot Runner: Collect Judges ballots during competition and deliver them to the scrutineer, contest coordinator. Deliver then to the scoring room for entry. NO competitors will be allowed to do this job.

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**Please fill out the following information completely and return by September 10.
Failure to return by said date might result in forfeiting your Volunteer position.**

Name: _____ Phone: _____

Address: _____
E-Mail: _____

I have registered and paid for my weekend pass: YES NO

I am staying at the hotel: YES NO

I am able to be at the hotel by _____pm on Thursday.

_____ I am unable to be a Volunteer on Thursday evening.

I am available Friday beginning at _____ am/pm.

I am an active competitor in the following division(s): _____

I am available for Tear-Down Sunday night/Monday morning. YES NO

I am willing to do the following jobs:

- | | |
|------------------------|---------------------------|
| _____ Set-up | _____ Tear-Down |
| _____ Floor Mom | _____ Floor Mom Assistant |
| _____ Security/Floater | _____ Ballot Runner |
| _____ Hospitality | _____ General Office |

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I DO NOT want to work the following times/day because I am competing or watching this division...(schedule of divisions is tentative)

- _____ 5-7 pm Friday (Pro-Am Int/Adv)
- _____ 7-9 pm Friday (Pro-Am Showcase and Pro-Pro)
- _____ 9-10 pm Friday (Pro-Am Swing)
- _____ 8 am – 2 pm Saturday (Pro-Am Newcomer/Novice/Gold)
- _____ 1-4 pm Saturday (Division II & III & IV, Diamond Showcase)
- _____ Masters Two-Step and Waltz (4 pm)
- _____ Dinner Show Saturday Night
- _____ 8 – 9:30 am Sunday (Teams & Line Dance)
- _____ 9 – 12 CDSG with Reception after
- _____ Noon - Pro-Am Awards
- _____ 1 pm Sunday (Crown Two-Step and Waltz and Classic I and Showcase Open)
- _____ 3 pm Sunday (Jack-n-Jills)

In addition to the above-indicated times/days, please DO NOT schedule me the following times throughout the weekend:

Day	Time	Reason

Additional comments/concerns: _____

Again, Thank you for all your help and support. An event this size can not operate without a great Volunteer staff.
David Hammon & Ivory O'Leary