



NCCAA Conference Host Committee Guidelines

DANCE COMMITTEE

The Dance Chairperson and Co-Chairperson will make the arrangements for a DJ or provide the music for the Saturday night dance. The Dance Chairperson should recruit 5 - 10 volunteers to assist with any set-up/teardown that is necessary and to check badges for anyone entering the dance and to sell Dance Tickets at the door.

The Chairperson is to provide their schedule of volunteers with names and phone numbers to NCCAA Chairperson and Local Host Committee Chairperson Month prior to the conference. Also, contacting all persons scheduled 1 week prior to confirm their attendance.

The budget for the dance is \$300.00 and the DJ will need to be approved by the NCCAA Chairperson. If the cost of the DJ exceeds that amount, the Host Committee will need to pay the excess. This may be done by passing an extra basket during the planning meetings. The committee is requested to audition or have knowledge of the DJ to make sure that all types of music and appropriate music are provided. Prospective disc jockeys should be screened (through references) for their reliability and previous business practices to confirm they show up on time and perform to contract. The NCCAA Chairperson must sign the contract for the DJ so it should be given or mailed at least two months prior to the Conference. The NCCAA Treasurer will pay the DJ on the day of the dance. **NOTE: The Northern California Council of Alcoholics Anonymous does not tolerate music glorifying drug or alcohol abuse or violence at its dances.**

Badges will be required for entrance into the dance, or a dance ticket may be purchased at the door for \$10. About 5 - 10 monitors should be positioned at the entrances to the dance to check for badges/dance tickets.

The Chairperson or Co-chairperson should be on hand throughout the Dance and ensure that each shift is covered as planned. The Chair and/or Co-Chair need to be at the Conference on Friday at Noon to help set up the Conference.

All volunteers should wear the Host Committee Ribbons and be appropriately dressed.

All volunteers for the Dance Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.