

## **LSFD Dinner and Show Night**

(replacing Big Band Dance and in 2019 called “Dancing with the Dancers”)

Planning should begin 6 months out of the date of the event

2019 Financials

\$8,751.63

\$4,910 made for raffle only going to individual accounts

\$3,841.63 made on the event that was split amongst those working by point system

This event was a ton of work, but ended up being a lot of fun for those that attended. We had such positive feedback! Our show was “Dancing with the Dancers” a spin-off of “Dancing with the Stars”. We chose 10 local “celebrities”, which was more difficult than it sounds, we received many NO’s before we found 10 that would agree to do it and three judges. We do not believe that you can do this same exact event, the show format would need to be different, or you would have people saying, “been there, done that”. Ideas for shows in the future: Lip Sync Battle, the “Gong” Show, or another game show style format like Family Feud, or Lindsborg’s Got Talent. We partnered this with a delicious pulled pork dinner and got great reviews on it as well.

### **\*TICKETS**

Managing ticket sales was the one thing that did not go well. There was far too much exchanging and “checking out” tickets multiple times by Dancers that it became impossible to manage. I would suggest from feedback from others that the ticket sales are kept track of on a “Red Wheel” type form, which is included in the files, I made it after the event though and did not use it. Tickets were also sold through Dancer families that had a store front to sell out of, Rendezvous, Lindsborg Family Dental, and Artistic Hair and Nail all helped this last time. Combo tickets and dinner only tickets need to be turned in at least a week in advance, so make sure and publicize it that way. I would just have all ticket sales be due by kids at the same time a week in advance while publicizing that show tickets can be bought at the door also. Dancer families were required to purchase their meal if eating, but most did not purchase a

show ticket and just showed up anyway. That's ok if we're not turning down profits to give up free seats, but it's something that should be addressed with the positive feedback we received on this event if they all need to purchase everything. That's maybe also a discussion to have if this was mostly Dancer families buying the tickets, then it doesn't make sense to go to the effort of all of this work for us paying ourselves.

Ticket prices were a Combo- dinner and show for \$20/\$10 for students PreK-8<sup>th</sup> grade, or they could also purchase dinner or show only tickets for \$12/\$6 for students. We did this to optimize how many people we could get into the building, but with people getting tickets and then exchanging them, or turning in things different from their numbers this was hard to manage, but I think the "form" would help with this major problem. It has been suggested that the names on the form be combined into a spreadsheet and then people will just check in at the door with their names, so tickets would not be needed at all. If you do this, I would suggest increasing the number of people at the door to get people through faster, as this would take a little more time at check-in.

If you opt to not do this, then my suggestion is every Dancer take 10 combo, 10 dinner, and 10 show tickets and then returns at ONE time in an organized envelope accounting for everything what is in there with the cash and what is being returned.

Other issues/concerns with tickets to make this fair to all, was considering having a minimum requirement of Dancer families to sell, or giving them a CREDIT for selling tickets. Obviously, if you can't get people in the door, it's not going to be a successful event and you MUST have help with that selling tickets from the Dancer families involved. I would suggest offering a point or share of the profits for everyone selling at least 10 tickets, or having a minimum requirement of 5 tickets by anyone who is going to profit off of the event.

#### \*POINT SYSTEM

Because many times in Dancers, a few people do the vast majority of work, while the others skate by not doing much and still getting the same share, we implemented a point system.

Credits

1 point – 2 hour work shift

1 point – Dancing with a celebrity

1 point – Dancing in a group number

Dessert- Divide how many desserts are needed by how many Dancers are participating and assign desserts to people

.5 point- 1 hour shift

We also deducted points if Dancers did not come back to clean up. Those that danced with a celebrity were not required to do clean up, because that required a lot more upfront work, but those that were only in group numbers did, so some were docked .5 because of not showing up. I would also suggest docking people .5 if they show up late to their shifts. This was a problem, because people were showing up well after 5, so the meeting planned to have with event staff couldn't happen.

#### Deductions

.5 for not coming back for clean up (this could technically be made into a credit instead if that's easier, which it probably would be easier to make it a credit)

.5 for being late

Total points are then added up and the profits are divided amongst Dancers based on their points earned for the event.

Check and then double check the points. We had kids say they weren't participating in the fundraiser who then did, and those who were supposed to be participating be no shows. I would suggest a sign in sheet or committee member in charge of taking attendance.

#### \*DINNER

To serve around 275 people- order/make in this amount

150 lb pork butt

150 lb potatoes

36 lbs coleslaw

24 loaves rye bread

5 gallons of bbq

Bring a plethora of toasters for toasting bread

6 Gott coolers

10 Pitchers to serve refills from

4 Warm liquid pitchers to serve coffee out of

Lemonade- 2 huge jars, enough to make 10 gallons

Instant Tea- enough to make 10 gallons

Large can of folgers

Plates, cups, silverware based on ticket sales, we did the prepackaged silverware that included salt and pepper

#### Notes about food-

We attempted to keep portions to 1/4-1/3 lb pork, 3/4c potatoes, and evenly visual amounts of coleslaw to the potatoes. We ran low on coleslaw and although we did have enough by adjusting portions throughout the night, I would order up next time to 36 lbs. We did not run out of bbq sauce, but because we did have people ask for cups of it in addition to what was squirted onto their pork, I'd make 5 gallons next time. We had plenty of bread.

We began at 3 pm with about 3/4 of the potatoes peeled, but spent more time than expected cutting them. Oven roasting them was DEFINITELY the way to go. Aside from one tray that was delivered slightly crunchy, we had good success with quality dabbing them with melted butter, seasoning and cooking at 400°. The bread would not toast in the ovens so we resorted to cooking them on a griddle like a grilled cheese sandwich. It worked but was not extremely efficient. Possibly a toaster station could be set up next time. We melted the butter and brushed it on - much faster than spreading it. **I don't think toasting bread is needed!!!!**

We did all of our prep at "stations" and that seemed to keep us organized and not under anyone else's feet. Serving was also organized and went seamlessly. Our servers were good at communicating to us how many plates they needed and any special instructions.

We were ready at 5:30 to serve and that is a HUGE feat to be right on time. I was extremely excited about that!

Potatoes, cole slaw, BBQ sauce, and bread should all be prepped the night before, ready to cook potatoes when people get there, rather than peeling the day of, so we can ensure that we are ready to go by dinner time. Dinner time was set up to go from 5:30-7:00, so some people could come and go as needed. I would suggest bumping it to say 5:30-6:45 to give room for people to get down to the show. People were showing up as early as 5:00 as well, so maybe we need to corral them in the front corridor instead of allowing them to come into the Commons area by locking the doors until we are ready.

#### \*SET UP

The tables in the commons were all used along with 16 white tables set up in the middle school gym. Based on ticket numbers, that can be increased or decreased. That was set to plan on feeding up to 300 people.

Tables were covered with yellow plastic and blue flowers set on each table for decorations. I'm not sure that I think decorations are necessary, but many commented on liking them. I also played some fun background music to put people in an upbeat vibe.

#### \*Dinner Flow/Job descriptions

If you go to the spread sheet for tickets, I would say you need at least a minimum of 3 people, maybe 4 to get people through in a timely fashion.

Then, drink tables were set up, directly after the ticket taking/check in, where they were greeted, told to grab their drink of choice, and then choose a seat. Tables were divided amongst the servers, who were responsible to then

bring their tables their dinners, clear the tables, and then ask what dessert they wanted, and then bring it to them after picking it up from the concession window. We wanted people to be served and ideally this is the kids doing the serving. Discussing with them the importance of speedy service and service with a smile is a good idea. Servers should also be refilling drinks out of the pitchers if needed by anyone.

Food was plated in the high school kitchen assembly style with a flow to walk into the right and then grab finished plates from the left and put on carts to get out to the crowds. This worked very well according to feedback.

6 total- 5 gallon gott coolers are needed and should be filled up before the event. 2 with tea, 2 with lemonade, and 2 with water. Coffee maker is in the teacher workroom, warm-liquid pitchers are needed to get that served out to people.

Families brought desserts- almond cakes or spritz cookies, account for enough desserts based on your numbers that two “ridges” of an almond cake is one slice and three spritz cookies per plate is one as well. More almond cakes than spritz cookies are needed.

After the event, we requested that all group dancers come back to clean up or they would be docked .5 points. I would change this next time to making it additional shifts as noted on the adjusted job chart and having specific jobs and then in parentheses saying help others with their work if finished early.

\*SHOW

The show as stated earlier, was “Dancing with the Dancers”. I put a feeler out on Facebook on Lindsborg Now to try to get an idea of who the public would most like to see on stage. We got many NO’s from those people, so we just reached out to people that had some higher profile jobs that many would know, or those that we knew were good sports and wanted to help the Dancers.

Celebrities picked the Dancers of their choice and those kids were given an additional point credit for dancing with them. I asked each group to let me know what they were thinking as to their performance to try to get a variety and not have duplicate acts. Most complied in a timely manner, some did not, so we had one kind of duplicate act, because it was too late to change it by that point.

Celebrities and their partners were on their own to get their routines together. I offered help on music, but other than that, they met on their own and got their own music. I would suggest making all come in for a mandatory stage practice, as it was hard to know the plan beforehand on some without seeing it and to check that it's appropriate. We had to change one song, because the lyrics were inappropriate for a family show, so try setting a date at least 1-2 weeks in advance if involving people outside the group to check everything out.

Scripting the show was extremely time consuming for me, I had to rely on celebrities to help me out with bios and that didn't always happen, nor did it happen in a timely manner, so it's another thing I would suggest forcing on people 2 weeks out, so whomever does it next isn't writing it til 2AM the night before. Sound, lights, and stage people should also be included in the practice time, so they know what's going on before hand, although I lucked out with having Mike Rose do that as his shift, since he knew how everything worked. The sound system is terrible at the HS and they are supposedly going to be replacing, but the person should be stocked with 2A batteries and prepared to do last minute shifting of mics, etc.....

I had a playlist for the show organized by order of the show on my iTunes for the people in the soundbooth. If Dancers are involved with the show, what you need from Dancing Director should be done very early so they have time to practice months in advance!

Other things for the show, if there are "rules" have them worked out in advance and a trophy/prize of some kind needs to be made or purchased. I used wood in my garage from crafting projects, cut out a funny Dala horse and had a student paint it and it was the prize.

Supplies you need to think of for the show

- Podium- if you have MC
- Table/chairs if judges
- Batteries for mics
- Someone with knowledge of the stage to help with curtains and lights on the stage
- Trophy/Prize
- Computer with any music necessary to be played
- Organized set list/script to give to people involved on stage, lights, sound
- Someone with knowledge of the sound booth and lights

#### \*COMMITTEE ORGANIZATION AND JOB LISTS

##### Committee organization

- Show coordinator**- organizes the show, writes the script, lines up “participants” and helpers
- Dinner coordinator**- organizes the dinner jobs, does the shopping, lines up the cooks, is in charge of overseeing that cooking is done and on time and dinner flows.
- Raffle coordinator**- organizes/gathers the raffle basket, distributes and monitors tickets/cash for the raffle and is in charge of awarding points for the event
- Ticket Coordinator/Publicity**- this person manages the handling of tickets in the Dancer families and reconciles tickets and cash, gets out posters and coordinates with the Communications committee to get word out on social media and website, and sets up opening cash for the night of.

Months in advance- reserve the places needed at SVHS- kitchen, auditorium, commons and fill out paperwork required to do so with the District office. Check out school calendar dates to make sure it will work.

Jobs to be done the week of:

Monday- Ticket coordinator gets official dinner counts to the Dinner Chair, numbers should have been turned in on Sunday night by Dancer families. Dinner chair needs to do the shopping for food based on those amounts and figure out how many desserts of almond cake and spritz cookies are to be needed and brought by Dancer families. 3 spritz



cookies and 2 “ridges” of an almond cake equal one dessert. Keep in mind, that we also comped, celebrity dancers and gave them one other free ticket as well. Add those to your counts.

Wednesday- Dancer practice should take place at the Auditorium if having a show that they are a part of, so they can practice on the stage. Might even try to do this for two weeks in a row. Other participants were also invited to come practice on this evening. Do sound checks, light checks, everything.

Thursday- all food and paper goods should be purchased, along with supplies being borrowed being done.

Friday- beginning at 5:00 or 6:00, start food preparation and set up. Allow for two hours

IF potatoes and everything are being done that evening, I would have 8 people in the kitchen- tell them to bring knives, peelers, and cutting boards. Bread and desserts should be sliced and ready to go as well.

6 more people can be used to set up tables and put out any decorations and set up the stage in the auditorium. They can then be pushed to the kitchen when done with set up.

Saturday- 3:00-5:00 have 6 people on to finish kitchen set up and start warming food/setting out desserts, making drinks.

4:45-6:45 all workers need to report on time to have a quick meeting to divide tables and tasks. If they are late, dock them a half point.

**Ticket Takers (3)**At the entrance- greeting people, explaining to them they'll grab their drink and then find a seat and the Dancers will do the rest, if using tickets- punch combo tickets, so we know the dinner portion has been used, but then have them keep their ticket, so they can get into the show. If they have a dinner only ticket, you can collect it and keep it. If using the form instead, check them in by names. Please point out the raffle table to people as they enter and steer them in the right direction, reminding them there is seating in the middle school gym as well. Ticket takers also need to keep a count of how many people have come through the doors on a tally sheet for the kitchen to check on for food counts (requested by kitchen to do this, but might be easier to have kitchen count out plates and have them in stacks instead to know how many have actually been served). IF you have extra food, have cash boxes if you'll let people buy at the door.

**Raffle ticket table (1)**- if happening, right in front of the Viking, so more people can see it, greet people, ask they if they'd like to purchase a ticket, help them fill it out and collect tickets for the drawing that evening. Keep track of how man tickets sold.

**Drink tables**in front of the gym doors on either side, offering tea, lemonade, water, and coffee to people as they take their seats. (wait to pour coffee until requested so it doesn't get cold) Please keep stocking it with tea and lemonade glasses that are full so people can get on their way. Tell people to go find the table of their choosing and that a Dancer will do the rest for them. If you see emptier spots, you might try to push people to those areas and remind them we are seating in the middle school gym as well.

**Servers- ideally kids (determined by how many people come to the dinner)**- each will be assigned three tables- if someone's area gets busy and yours is not, HELP THEM! Ideally this is kids more than adults, but we might be short on kids, since they have to get ready for the show. Your job is to bring them their meal, when they're done with that, clear their plate, then ask them what dessert they would like (almond cake or spritz cookies), refill drinks if needed, then once they are done, you can point them in the direction of the auditorium if they are staying for the show, please clean up the area, so others can possibly sit there. There will be rags in the kitchen to use to clean up.

**Dessert window**- please keep plating desserts as needed for tables and pushing them out

**Drink refiller (adult job)**- please keep refilling lemonade and tea pitchers/jugs, have coffee ready to go and remake as needed in the workroom coffee maker, using warm pitchers to fill up, we need to stay on top of having the jugs filled, etc.... in between filling jugs time, please help go around and fill drinks at tables as well.

**Food platers adult jobs at least mostly (6)**- please assembly line the plates- bread, beef, cole slaw, dill potatoes. Fill carts and have them out for easy access for servers. Obviously don't have setting out for a long time to get cold and watch portions. Need one person to be filling pans up for those plating and another runner to fill the carts and get to the servers.

**Show ticket takers (4) .5 shift 6:00-7:00**- If they have a combo ticket and have already had dinner, just collect them, if they have show ticket already, also collect them. OR, if doing the form version, have them check off names. Please also push the raffle tickets as well, and show ticket takers will sell those themselves, ask each person if they'd like them as you will have a stack of them at each door. Please keep track of how many you sell. Show only tickets can also be purchased at the door, \$12 for adults, \$6 for students Kindergarten- 8<sup>th</sup> grade. Everyone else other than that including high school kids are adults!!!! Raffle tickets need to be brought back stage by one of you when ticket sales close for the drawing during the show.

## AFTER THE SHOW

Have students be assigned tasks, we had everyone come back and it was too many so some worked really hard while others did nothing. Create shifts for the following instead, should be a .5 shift as it should NOT take more than an hour.

Tearing down tables and chairs and taking out trash (3)

Washing dishes and putting away (2)

Cleaning kitchen (counters, floors, trash)/tearing down decorations/stage (4)

After the show, also have ticket coordinator and one other count all money and reconcile numbers to reports and then turn things into the treasurer.

Supplies needed for dinner, outside of food and paper goods

- Good knives and peelers for potatoes (Friday night)
- Bread slicer
- 10 toasters (we didn't have this and the ovens did not work for it) **OR DON'T TOAST!**
- Pitchers for cold liquids, at least 10
- Pitchers for coffee, at least 4
- 6- 5 gallon Gort coolers, 2 for tea, 2 for lemonade, 2 for water
- 4 large squirt bottles for BBQ sauce from the Dala Van

Tell everyone if they are loaning their knives or coolers, or brought their dessert in a pan, it's THEIR responsibility to get it the night of or possibly lose it forever!

Ticket coordinator and Raffle coordinator need to submit reports to the treasurer for divvying up profits/raffle to the right people after the event.

I think that this event should be every two years in October on even years when there is no Hyllningsfest. Spring was probably a far too crazy time to pull this off and I believe it would line up better with the school calendar for kids to have it on that weekend as well.