

ARKANSAS STATE SQUARE DANCE
FEDERATION FALL FESTIVAL

BID PACKAGE

DATE: _____

BIDDING FOR _____ FALL FESTIVAL

DATES: _____

LOCATION: _____

SUMMARY of REQUIREMENTS for PLANNING A FALL DANCE

In 1988, the Arkansas State Square Dance Federation, Inc, ASSDF, decided that our Fall Dance should be moved to different cities around the state. This is done with the idea of giving our dancers an opportunity to visit different locales; to increase attendance of dancers around the state; to give dancers a chance to show off their city and area of the state and to promote square dancing in all areas of the state.

The ASSDF, at the same time, decided to set the Fall Dance for a specific weekend each year. This weekend being the second full weekend (Friday, Saturday and Sunday) in October, if at all possible.

The ASSDF made up a **SUMMARY of REQUIREMENTS** to help a city in determining how to host/co-cost a Fall Dance. These requirements are based on the number of attendances over a three-year period.

FACILITIES

1. Ample dancing floor space to accommodate 15 squares of dancers, plus sitting space for dancers & guests.
2. Meeting rooms with seating for delegates meetings, caller's meetings or seminars.
3. Space for Exhibitors booths.
4. Space for fashion show (dance floor may be used)
5. Accessible parking space within easy walking distance (free parking preferred)
6. User insurance requirements for the facility and area of use by Fall Dance activities.
7. Have confirmed contract/user agreement, including cost and facilities/services to be provided and/or available, ready to be review and to be signed?

ORGANIZATIONAL

1. Must select a Fall Dance Chairman from sponsor club(s).
2. Fall Dance Chairman is to be a square dance couple, actively dancing with an ASSDF affiliated club.
3. Chairman will work closely with Facility Coordinator and Tourist/Visitors Bureau or local Chamber of Commerce in making plans for a bid and the bid presentation.
4. Fall Dance Chairman should have the Fall Dance program ready for review and approval by the ASSDF Board at their second Board meeting. (Normally in April)
5. The ASSDF is responsible for securing a featured caller for Friday and/or Saturday night, depending on which night(s) featured callers are required.

The bidding will be held in conjunction with the ASSDF Delegates Meeting in October. The bidding for the Fall Dance facility will be held two years in advance of the Fall Dance whenever possible.

QUESTIONNAIRE & EXHIBITS

ARKANSAS STATE SQUARE DANCE FEDERATION

Proposed City _____

Fall Festival Proposed Site _____ Fall Festival Year _____

Sponsoring Club(s) _____

Date Club Organized _____ Number of Dancers in Club _____

Rental cost of Convention facilities:

Estimated total cost of facilities & services for Friday & Saturday
\$ _____

Is written commitment/proposal for contract of dates and complete costs of facilities in hand? Yes/No
(Attach copy)

Any Union requirements for halls (sound, stagehands, electrician, musicians, etc.) _____

Music to be used, including type and if any Union requirements: Recorded or Live music?

Agreement been secured from the proper authorities for the facilities that no beer, wine, or hard liquor will be sold on the immediate premises where activities are taking place? Yes / No

FACILITIES: List each hall separately

An arena, auditorium, or theater-type seating accommodating (Dance Hall, Special Ceremonies, Fashion Show, and Vendors.

Facility	Demonstration and Exhibition Halls	Floor – Wood, Concrete, other	Usable Square Feet	Air Conditioned

LOCATION FOR VENDOR BOOTHS:

HOTEL/MOTEL ACCOMODATIONS

List hotels that will guarantee rates months prior to Fall Festival. **Do you have signed proposals with each hotel, ready for contracts? Yes/No**

Housing Facilities	No. of Rooms in Facility	No. of Rooms Allocated	Current Rates	Local Tax			Distance From Convention Center

RV CAMPGROUND ACCOMODATIONS

Facilities for recreational vehicles (RV) or tents. The number of RV spaces? Approximately 5-10 spaces required, onsite dump site available?

Campgrounds	No. of Sites	No. of Sites Allocated	Current Rates	Electric 30/50 amp	Water Service	Distance From Convention Center/Dance

FALL DANCE CHAIRMAN INFORMATION

His Name _____ Cell # _____

Her Name _____ Cell # _____

Mailing Address: _____

Is either person a Caller? _____ Cuer? _____

Number of Arkansas State Fall Festivals attended? His _____ Hers _____

Number of years active in sponsoring organization? His _____ Hers _____

Executive offices held in square dance career: _____

RESPONSIBILITIES OF FALL DANCE CHAIRMAN

Summary from ASSDF Bylaws and Standing Rules

BID – PROPOSED FALL FESTIVAL

- 1. Obtain & review floor plan of facilities to be presented to Executive Board.**
- 2. Work with those responsible for assisting to present bid to ASSDF Delegates.**
- 3. Select an assistant to help work with on the Fall Dance.**
- 4. Ensure contract is firm before presenting bid.**
- 5. Present ASSDF requirements to facility staff.**

CURRENT FALL FESTIVAL CHAIRMAN

- 1. Contact Vendors for booth participation and spacing**
- 2. Suggested assistant(s) & their duties for planning & executing Fall Dance Program:**
 - a. If optional Fashion Show is done, choose assistant**
 - 1) Mail out request to all clubs requesting Fashion Show participation.**
 - 2) Request sent by May 15th of current year**
 - 3) Request reply no later than September 1st.**
 - 4) Hold Practice Session for participants**
 - 5) Present each Fashion Show Participant & describe their outfit.**
 - b. Caller/Cuer & ASSDF Officers Lounge Assistant – Monitor & Advice**
 - c. RV Assistant, if required, or have off site RV location selected**
 - 1) Check on camping for RV in area of Fall Dance**
 - 2) Collect fees from campers, if required**
 - 3) Provide assistance to campers when/if needed.**
- 3. Contact Vice President for National Caller information**
- 4. Submit proposed budget to Executive Board for review and approval.**

Fall Dance Chairman:

- 1. Select assistants to help with planning and executing Fall Dance Program.**
- 2. Coordinate with ASSDF Caller Advisor regarding contacting all state callers & confirm attendance.**
- 3. Contact vendors to confirm booth space.**
- 4. Prepare a flier for Fall Dance and have at Fall Festival 1 year prior to pass out.**
- 5. Prepare Fall Dance Program Booklet and sell advertising (optional). Local club sponsor to receive 100% of net profit & responsible for expenses. ASSDF to provide agenda for Fall Festival to be in center of booklet & give final approval of entire booklet prior to printing.**
- 6. Give report at all ASSDF business meetings.**
- 7. Confirm insurance requirements are met with ASSDF Treasurer.**

Fall Dance Chairman in conjunction with local club sponsor(s) are responsible for all activities and expenses for Thursday night Trail End Dance. All proceeds go to local club sponsor.

Fall Dance Chairman in conjunction with local club sponsor is responsible for obtaining Facilities, Host Motel(s), Decorations, Fall Dance Flyer Design, Program Advertising, Callers/Officers Lounge and Design of Advance Registration Dangles, if used. Designs and budget of expenses must be approved by the ASSDF Executive Board. All gate receipts, registrations and fees for the Fall Festival go to the ASSDF.