

# Square Head Duties 2024 revised 1/10/2024

Short version of your duties (Loyola):

- 1) **Mark will bring ice and water!**
- 2) Dry mop the floors before we dance, if needed.
- 3) Setup 3 tables along the left wall (2 for water and snacks, 1 for flyers). Set up folding chairs along the long wall, do this last.
- 4) Set up sign-in table. Whoever opened the door has the key to our Squarehead closet and cabinet. Confirm the bathrooms are unlocked.
- 5) **Act as hosts** at the sign in table before and during the first tip. Ask visitors to sign the visitor book. Have members check mark their attendance for the dance, have visitors sign the visitor sign in sheet and collect \$8 dance fee. **ALL visitors must sign in legibly or they may NOT have insurance coverage!**
- 6) **Man the sign in table through the first two tips, there after watch the door for late comers and have them sign in during dance breaks. Enjoy the rest of the dance!**
- 7) 2<sup>nd</sup> shift: Cleanup after the last tip, put away the 3 tables. Put away the folding chairs. Please leave the hall clean and tidy! [You can clean up during the last tip if you desire]
- 8) Help close down the hall. **This is important**
- 9) **Summer special: put toilet paper and paper towels in the restrooms if needed. At the end of the evening make sure the trash containers are placed outside of the room so the custodian can empty them during his regular duties.**

Your **main** function is to set up the “Sign-in ” table, and the goody table; and to welcome members and guests as they come in the door. If there is time, help setup the chairs around the edge of the hall.

The **second** function is to dry mop the floor at the beginning of the evening, to make sure that all the supplies are returned to our cabinet, and to check that the hall is as we found it. Set out chairs as needed. Often other club members will help with this.

Logistically, 1<sup>st</sup> shift **plan to arrive about 6:30 PM** and stay until 7:30 p.m.; 2<sup>nd</sup> shift arrive at 7:30 p.m. and stay until 9:45 p.m. or until all is cleaned up and the lights are turned out.

- 1) Setup the “sign-in table” which is a shorter table usually somewhere in the hall. If need be, move it near the entrance door. From the cabinet(lower right side) get the pink sign in binder and red change box (\$20 in \$1 bills). At the end of the night refill this box with same. Put the video recording sign on the front desk along with pens, hand sanitizer, business cards, and stick on visitor badges.
- 2) Setup the goody table. Cover the goody tables with a tablecloth, and set out the cups, 2 permanent pens, Kleenex, napkins, and hand sanitizer. There is a drip pan for below the spout of the water jug. On a hot night, check that you have not run out of water.
- 3) Setup for the goodies. Add any decorations that you brought—ie. Party night, etc. **If there is a cake or other food needing plates, look in the cabinet for small plates, small napkins, forks and a cake knife.**
- 4) Go to the sign-in table and **welcome members and our guests** at least through the first tip. Since we stop dancing at 9:45, you can dance the last tip and also have time to clean up while Tork is packing up his equipment.

At the end of the evening, after the last tip, cleanup the goody table (shake the tablecloth outside, or wipe it off, (make sure it is dry), fold and return to our cabinet. **Dry out** the water jug and place it on its side—the lid goes behind it. Pick up all the trash and used cups, empty water jug into the plants outside. Currently we don’t empty the trash containers, anywhere.

Return the supplies to the cabinet so it is ready for next week. **If we are out of anything**, let the Head Square Head know so he/she can restock during the week. (Mark Mason )

Pat yourself on the back for a job well done! And a big **THANK YOU!**