

# DUTY ROSTER INSTRUCTIONS – FRONTIER TWIRLERS

## HOST/HOSTESS:

### **Host/Hostess**

- Need to arrive no later than 7:15pm (hall should be open); ➤ Turn up the heat according to the directions by the thermostat and turn it down at the end of the dance;
- Set up the chairs around the hall;
- Get out the club tablecloth, the “Recycled Stamps” box from the top shelf in the upper cupboard in the kitchen, the dance price sign and the Guest Book;
  - Place these items on the small table by the front door;
- Place the club sign-in board, which is in the same cupboard, on the first post near the front door;
- Get the host/hostess badges out of the dish in the same kitchen cupboard and pin these on your square dance tops;
- Welcome all square dancers and ask the guests to sign the guest book;
- Host/hostess will be asked to miss only the first tip to greet guests;
- Watch for latecomers so that you can personally greet them after they enter;
- Promptly, as soon as coffee time is finished, attend the door when guests are leaving and thank them for coming;
- Keep an eye open for early leavers, so that you can thank them for coming as well;
- **Remember:** Bring 2 doz. pieces of goodies;
  - For those who are allergic to nuts, mark any goodies that contain nut products.

## HALL CLEANUP:

- Zamboni crew needs to sweep the main, side floors and the kitchen floor;
  - All the chairs need to be moved away from the wall and put back back again;
- If it is a special dance, help as well with the taking down of the decorations;
- **Remember:** Bring 2 doz. pieces of goodies;
  - For those who are allergic to nuts, mark any goodies that contain nut products.

## KITCHEN:

- Kitchen crew need to make coffee and tea according to instructions on the inside of the cupboard door;
  - Boil the kettle during the evening so it doesn't take long to boil when it's time for tea;
  - Boiling water must be used and poured into the urn to make tea;
- Arrange for food tables to be set up during the last tip, cover with table cloths and set out goodies, napkins and paper plates when necessary;
- Remain after to clean-up the kitchen and put everything away;
- Coffee grounds and tea bags are put into the bucket under the kitchen sink;
- Take home any used tea towels, etc to wash and **return them to the cupboard at the next dance;**
- **Remember:** Bring 2 doz. pieces of goodies;
  - For those who are allergic to nuts, mark any goodies that contain nut products.

## EXTRA LUNCH:

- Bring 2 doz. pieces of goodies.