

# Detailed door task list for FSGW Wednesday ECD, 12/2023

Last updated 12/8/2019

Unlock the front door and turn on all lights on the way in. Bring in the tub and sound equipment.

Adjust the thermostat as soon as you get in, to give the system time to heat or cool.

In hot weather, on the thermostat: set AC mode, temperature to 68.

In cool weather, on the thermostat: set heat mode, temperature to 68.

In cool weather, after 1 to 3 dances, you will need to change it from heat to cool, with temperature set to 68. If so, remember to change it back to heat at the end.

In slightly warm weather when it's muggy, it may help to set the fan to ON to keep air moving. If so, change the fan back to AUTO at the end.

Leave 1 rectangular table up, on the street side near the door to the stairs. If any other rectangular tables are set up, lean them on the wall up by the stage, on the right. There are 2 longer rectangular tables, which should be leaned closest to the wall, to keep them out of our dancers way. If any round tables are set up, put them away on the rolling table rack out on the stairway landing. There should be chairs set up all along the left side wall - set them up if not. If there are chairs set up elsewhere on the dance floor, put them away.

Set up the cash box. Put in the \$50 in seed money, which should be in an envelope under the plastic tray in the cash box.

There is also an "extra" change envelope in the cash box in case you run out of \$10s, \$5s, or \$1s, but be sure to put in as many \$ as you take out, because that extra is Will Strang's money, not FSGW's.

Help people pay and make change if they need help, otherwise it's fine if they make their own change. If someone needs a loan to pay, you can make a loan from your wallet, but absolutely do NOT short the cash box.

Put out the admission price display, stick-on name tags, and markers to fill out name tags.

Put the snack schedule and guidance on the kitchen serving counter. Make sure the 2 Clorox hand-cleaner dispensers are at the front corners of that counter (those dispensers belong to us but stay in the Town Hall, so don't pack them in the tub at the end).

Mount the plastic sign on the suggestion box, and put it on the window ledge behind the table. The suggestion box key is in the cash box, and is needed to mount/unmount the plastic sign.

Hang the dance list pad up to the left of the caller-side (left) stage steps, with a black marker. There is a hook on the pegboard wall in a good place for this (do NOT take that hook down).

DO NOT Hang the red no-parking-in-front sign at the middle or bottom of stairs, or hang any such signs out near the street. - Nancy Long told us to stop doing that, back in the fall of 2016.

There are blue business-card sized "second dance free" cards in the cash box.

If someone arrives who seems possibly brand new to our dance (even if not new to ECD or FSGW), ask them about that, and if yes, then give them a card, but have them pay this time. Count the cards handed out on the door sheet. If someone arrives and gives you such a card, let them in free, and count that on the door sheet. Those cards can be re-used.

Get the sound gear out and set it up. There are setup pictures in the black sound bag.

If you have time, and no one else has done this (hint, hint), put out the FSGW newsletters & current flyers, and put the "helping" flyers on the stage.

This list does not include the snack and water. Those are NOT your job. Note that there is a half-page handout on doing snack, a supply of which is in a photo-mailer envelope labelled "ECD Snack Guidance" in the bin. Those can be given to snack people.

You can usually start dancing after 1 dance, or even at the first dance if no one needs special attention.

Keep track of the total number of dancers who come, by counting them occasionally, such as when they are lined up and the caller is teaching. Note that people leave at or even before the break, and sometimes people arrive after the break, so the total number of dancers who attend may not all be there at the same time.

You can let people pay on their own, self service, but be alert for anyone needing help paying.

Count the Total income at the beginning of the break, using the convenient table in the back of the door sheet. See if it matches or exceeds your attendance count. If income is low, make an announcement asking that anyone who hasn't paid, please do so.

Fill out the checks before the end, except the \$\$\$. NOTE that our current checks are unusual, having the payee name field BELOW the written amount line. And there's no line to write the payee on, instead there are 2 "box corner" marks above that space.

Do the pay computation, near the end of dancing:

Take the \$50 seed back out first, ideally 1 \$10, 4 \$5's and 20 \$1's, but \$50 in any case, and put it in the envelope labelled for it, under the plastic tray.

Count the Total income again.

The door sheet provides a detailed step-by-step guide to computing payments, so not repeating that here.

Remember to pay Ralph Gordon an extra \$5, above the \$50 to \$60 performer payment, for travel.

On the door sheet, fill in everything: the date, door people, attendee counts, total income, payment

computations, caller, musicians, check amounts and check numbers.

At the end, finish and hand out the performer checks.

Wrap the income (cash and any checks) up in the door sheet. If no one is pre-arranged to take it to report and deposit, then put it in the cash box, and someone will do that later on.

Put the flyers away in their plastic box, along with the name tags, "how to help" flyers, suggestion box sign, snack schedule and guidance, and admission price display.

Pack up the snack supplies, flyers box, suggestion box, checkbook, and cash box in the tub. The dance list pad goes on the very top, with the cash box and then the flyers box under it.

Yes, that stuff WILL all fit in the tub. I have been making it fit every week. It REALLY helps if you remember how it was packed when you unpacked it.

Put away the sound gear in its 2 bags. Be sure to take the batteries OUT of the microphone.

On the thermostat: Return AC temp to 75, or heat to 65, and if needed set the fan to AUTO.

Clean snack crumbs off floor, especially in front and back of kitchen counter, and in front of chairs. Even if someone sweeps the floor, there WILL be walked on crumbs somewhere.

Make sure all windows are closed & locked, including in the 3 bathrooms.

Make SURE the fire stairs door is locked. If allowed to just swing closed, it might not lock.

Make sure all lights are off, including all 3 bathrooms and the outside front door light.

Lock the front door on the way out (make SURE).

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