

# English Country Dance Committee

## Communications

- Prepare and send announcements for the in-person ECD (e.g., weekly dance reminders), online ECD (e.g., emails containing Zoom link, dance follow-up emails), and Spring Ball (e.g., “hold the date” and “registration is open” emails).
- Send the in-person ECD “dance is on/off” emails to the performers, ECDC, and Will.
- Field emails sent to [ecd@fsgw.org](mailto:ecd@fsgw.org) (general inquiries, inquiries relating to the in-person and online EDCs) and [ecd.registrar@fsgw.org](mailto:ecd.registrar@fsgw.org) (e.g., inquiries regarding Spring Ball registration).
- For the online ECD, send list of called dances (provided by caller) and name of Zoom host (provided by Carrie Rose) to Roger Broseus.
- Manage our three (English dance) contact lists (local ECD, online ECD, Spring Ball).
- Liaison with Glen Echo Town Hall.

## Event registration

- Edit event page/online registration for the in-person ECD and Spring Ball when necessary, enable (open) registration for these events.
- Prepare paper registration form for Spring Ball.
- Electronically register dancers who submit paper registration forms for the Spring Ball.
- Forward Spring Ball housing requests/offers to housing 'coordinator' (Bob Mathis this year).
- Send list of names of Spring Ball registrants to the person preparing the buttons (Stephanie Smith last year).

## Finances

- Double-check door sheets and submit dance reports for the in-person ECD.
- Deposit cash receipts from the in-person ECD into the English dance account. Report deposits to the FSGW Bookkeeper and Treasurer.
- Transfer PayPal donations for the online ECD to the English dance account.
- Allocate check donations to given online ECDs. Note – we have not received any check donations for the online ECD since August, 2022.
- Write and mail check payments to the online ECD callers.
- Prepare and submit applications for rental of Civic Center space and CUPF CAP award (for the Spring Ball). Coordinate rental payments with FSGW Treasurer.
- Deposit offline Spring Ball admission fee payments (cash, checks) into the English dance account. Report deposits to the FSGW Bookkeeper and Treasurer.
- Monitor donations to The Rich Galloway Fund, allocate monies from the fund to help offset Spring Ball expenses.
- Submit event (financial) reports for the in-person ECD, online ECD, and Spring Ball to the FSGW Bookkeeper and Treasurer.
- Write and mail checks for miscellaneous ECD expenses (e.g., piano tuning). Put check for Town Hall rent under the (Town Hall) office door once a month.
- Submit annual ECD budget to FSGW Treasurer.

## On-site tasks at Glen Echo Town Hall

- Set up and take down audio gear.
- Maintain microphone battery (AA) supply; purchase additional batteries when needed.
- Monitor KN95 mask supply; purchase additional masks when needed.
- Monitor supply of ECD cards and flyers; purchase more when needed; edit/update these documents when needed.
- Maintain list of previous “first time free” attendees at the in-person ECD, keep an electronic copy of the list on my cell phone in case this needs to be consulted during attendee check-in.
- Image poster sheet containing list of called dances; send image file to Roger Broseus.
- Handle door when Will Strang is away.

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