



**Guidelines
for the execution of an
ECTA Student Jamboree**

November 2021

Change History

The head of the branch (Square Dance Coordinator) is responsible for updating and amending the guidelines.

Any changes to these guidelines will become legally effective upon approval by the ECTA Executive Board.

Description of the change(s) made	Changes by/on	Permission granted by/on
Complete adaptation of the specific expressions; modification of the sections „flyers“ and „badges“; adaptation to the actual conditions	Thorsten Dudziak	ECTA Executive Board 24. September 2010
New: table of contents, index, deadline, ECMA, manual STJ-Finances by Jörg Mehlhase integrated. various editorial changes.	Guido Haas 2021-09-08	ECTA Executive Board 15. November 2021

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The ECTA Student Jamboree

ECTA hosts an annual Student Jamboree in cooperation with EAASDC member clubs.

Any EAASDC member club may submit an application to host this event to the Square Dance Coordinator. The ECTA Board of Directors will review this application and decide which club will co-host the Student Jamboree with ECTA.

These guidelines will help the club with

- Application,
- Preparation,
- Implementation and
- Follow-up of the event.

Any special considerations or issues not listed in these guidelines must be directed to the Square Dance Coordinator for review, and/or decision by the ECTA Board of Directors.

The ECTA President has general jurisdiction over the ECTA Student Jamboree. The ECTA Square Dance Coordinator is the primary contact for questions and suggestions for review. The Square Dance Coordinator will, whenever necessary, forward incoming information and requests to the approving individuals (e.g., ECTA President) or groups (e.g., ECTA Board of Directors).

In this policy, "ECTA Board of Directors" is the executive board of ECTA with the addition of the Square Dance Coordinator.

These guidelines are quite comprehensive. A table of contents and index facilitate to navigate these guidelines in a focused manner.

Date

The ECTA-Student-Jamboree takes place annually

- on the last Saturday in March.
- If the last Saturday is Holy Saturday, the ECTA Student Jamboree will be moved to the second to last Saturday in March.

The date for the ECTA Student Jamboree is blocked by EAASDC and ECTA for other events by EAASDC clubs and ECTA callers.

The Square Dance Coordinator will announce the dates for each of the next five years on the ECTA web site and at EAASDC.

Location

The ECTA-Student-Jamboree should reach as many square dance students as possible during their education. In order to be able to meet this requirement to some extent, every two years the ECTA Student Jamboree is held in parallel in two different regions of the ECTA area of distribution:

- Years with even year number: Student Jamboree North/South.
- Years with odd year number: Student Jamboree central.

The ECTA Board of Directors may decide to make exceptions to this rule. Whether a club is to be considered North, South or Central shall be determined by a majority vote of the ECTA Board of Directors.

Basic Requirements

ECTA prefers a two-hall concept:

- A main hall for the actual ECTA Student Jamboree (square dancing) and
- a second (smaller) hall for the introductions to other dance forms represented by ECTA.

ECTA-Student-Jamborees held so far show the average number of dancers:

- North: between 300 and 500 dancers
- South: between 350 and 550 dancers
- Central: between 700 and 900 dancers

The dance floor must be large enough to accommodate this number of dancers. The dance space per dancer should be about 1.5 m².¹ For the hall size we assume the arithmetic mean of the empirical values, for the north for example 400 dancers.

¹ This is about 12 m² for each square.

Application

Upon request, clubs will receive the necessary documents so that they can write a meaningful application. These documents are these guidelines for conducting the ECTA Student Jamboree and a prepared Excel spreadsheet for simplified preparation of a calculation of income and expenses. An application has the following components:

Applicant (page 7)

- Name and address of the applying club
- Communication coordinates and responsibilities of contact persons

Venue (page 9)

- Proposed venue.
- Name(s) and address(es) of hall(s).
- A copy of the hall layout; including all facilities and rooms and their sizes.
- A tentative use agreement with confirmation of reservation of the hall for the proposed event date, including necessary set-up and tear-down times.

Financial aspects (page 27)

- Projected revenues.
- Anticipated expenses.

Other

- Special features that may contribute to the success of the event.
- Any attractions or events at the site that might be of additional interest to visitors and/or their escorts. (The goal is to have as many dancers as possible attend the ECTA Student Jamboree).

Applicants

Member clubs of the European Association of American Square Dancing Clubs e. V. are eligible to apply. (EAASDC).

If the applying club intends to involve other clubs in the planning and realization, they have to be nominated to the ECTA-Square-Dance-Coordinator with their contact details and have to be permitted by the ECTA Board of Directors.

Decision on the application

Applications received are usually discussed and voted on by the ECTA Board of Directors during the next regular meeting. Clubs that have submitted an application will be notified of the ECTA Board's decision in writing by the ECTA Square Dance Coordinator. Hereafter, the club(s) may begin planning the dance. Further documents (e.g. for accounting) will be sent to the club by the ECTA Square Dance Coordinator after the granting.

Venue

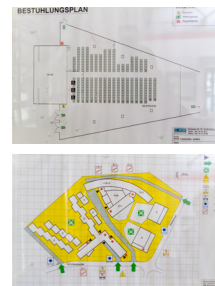
Halls

Hall requirements

- Benchmark size for the dance floor in the main hall:
 - * north approx. 600 m²,
 - * south approx. 750 m²,
 - * central approx. 1200 m²
- plus some space at the edge of the dance floor for
 - * stage,
 - * seating and
 - * possible shops.
- A second smaller hall is desirable.
- Stage size: height approx. 0.8 to 1 m, size approx. 6 x 3 m.
- sufficient changing rooms and sanitary facilities – tending to be more for ladies than for men.
- additional room for meetings
- additional (if possible) event office
- space for registration and queuing (neither in rain nor blazing sun!)

Hall plan

A dimensioned hall plan will assist ECTA in deciding whether the event space meets the requirements for an ECTA Student Jamboree. If, contrary to expectations, such a plan is not available, a copy of the escape plan posted in each meeting hall may be photographed as a temporary substitute and attached to the application as an exception. In this case, however, a reference to scale must also be included, such as the length and width of the main hall. (The two pictures on the right are an example of a notice of this type: hall plan and location of the hall in the building complex).



Dance floor

Square Dance/Round Dance/Contra and Traditional Dance:

- Which shoes are allowed to dance on the hall floor?
- What shoes are not allowed on the appropriate floors?

Clogging Introduction/Clogging Demo:

- If clogging is not allowed on the hall floor, special floor coverings are available through ECTA to protect the hall floor.
- It is the responsibility of the club to ensure that these floor coverings, if necessary, are in place during the dance.

Surroundings Variables

Other information is also helpful for a successful event:

- Is there enough parking space available for our visitors in the vicinity of the venue?
- Is there the possibility to park campers or caravans?
- Is the venue accessible by public transport?
- How far is the nearest bus stop or train station?

Seating in the hall

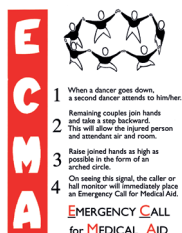
There should be sufficient seating for dancers and spectators, if they have access. Spectator seating should be kept separate from dancer seating so that dancers' personal belongings can be stored more securely. If seating is outside the dance hall, such as in the vestibule or an extra room, it must be ensured that dancers can easily and quickly reach the dance hall.

Decoration

Decoration is nice, but not necessary. In any case, one ECTA banner must be hung above the stage in each hall. In addition, as many ECTA banners as possible should be hung on the side walls of the halls. Banners are available from the ECTA board members. There must also be enough space to hang the banners of the guest clubs. This should be somewhere clearly visible in the hall, but protected from damage.

Expenditures for decorations must be submitted with the pre-calculation to the ECTA Square Dance Coordinator and allowed by the ECTA Board before decorations are purchased or made.

ECMA posters are to be hung in the hall. Templates in several languages are available for download on ECTA's website.



Other space requirements

- Dressing rooms and sanitary facilities
 - * Sufficient number of men's and women's locker rooms.
 - * Shower facilities – if possible.

The route to these facilities must be clearly signposted so that dancers can easily find the correct rooms. It should also be remembered that dancers need space to deposit their clothing, bags, etc. Protective measures must be taken to ensure that non-dancers do not have access to these rooms (risk of theft!).

 - * Adequate number of restrooms.
- Care should be taken here to ensure that there tends to be more sanitary facilities for ladies than for gentlemen.

- **Shops**

Space for square dance shops should be available and made accessible on a first-come, first-served basis. Stores will be charged a fee set by the ECTA Treasurer. Please direct any questions regarding this to the ECTA Square Dance Coordinator. The performing club must check with the hall operator if there are any additional costs for the stores. All additional costs are to be billed directly to the stores. Store areas should be scheduled and marked early enough.
- **Event office**

We recommend that a room be reserved as an office or supply room for the club. To the extent possible, a separate room should be set aside as a dressing room, rest room, and to store equipment for the program leaders.
- **ECTA Meeting**

An ECTA Square Dance Council Meeting is usually held in the late afternoon. The room for this meeting must be able to accommodate about 30 – 40 people, or at least 60 people for a central student jamboree.

Signage in the hall

Signs to all important rooms should be posted with directions, such as Registration, Restrooms, Locker Rooms, Shops, First Aid, Meeting Rooms, etc.

The program of the event should also be posted in various places – especially in the entrance area.

Registration Desk/Information Desk

These should be placed near the entrance or in any lobby that may be available. Care should be taken to ensure that dancers wishing to register can move freely and that registration proceeds as quickly as possible. The registration is organized by the performing club.

The tables at the registration must be big enough to offer space for the cash desk, the badge distribution and the guest book. Space for flyers and other information should be available, but separate from the registration.

See also: “Registration” on page 13.

Signpost to the Venue

- Signage The route to the dance halls must be clearly marked with square dance direction signs. These signs should be hung along the way to the halls in such a way that they are noticed by drivers at normal speed and changes of direction or lane are announced in good time.
- Permission Permission to hang the signs must be obtained by the hosting club from the responsible regulatory authorities. They will also indicate where these signs may or may not be placed.
- Directions Directions must be on the flyer for the event or otherwise made available to all clubs. Please keep the directions as detailed as necessary, but also as clear as possible - with relevant highway designations and street names, names of neighboring locations, etc., not forgetting public transportation.

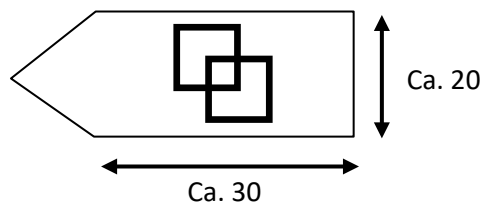


Figure 1: Sign for signposting

Registration

At the beginning of an ECTA Student Jamboree, as with any major dance event, a large rush of dancers can be expected. To accommodate this rush, ECTA has translated experience over the years into best practices.

To simplify the workflow, ECTA provides appropriate forms.

Registration for Dancers

The host club is responsible for registration for dancers. We recommend that at least two cash desks and two places for entering the guest list are available. Signs saying “Registration – Dancers” should be placed in such a way that they can be seen even if a queue has formed in front of the registration desk.

Registration list for dancers

A copyable template of the guest list will be provided by the ECTA Square Dance Coordinator. Care should be taken to ensure that the list is filled out correctly by the dancers. A club member to monitor entries is beneficial here. Dancers under the age of 18 do not pay admission. Therefore, it is essential that they make an **additional** cross in this column. If there is any doubt about the age, the presentation of a student or identity card can be requested.



Student-Jambore 2016
2. April 2016

Besucherliste
Blatt Nr.: ___

zutreffendes
bitte ankreuzen

Nr.	Name	Club	graduierte		Kinder bis 16
			Student	Tänzer	
01					
02					
03					
04					
05					

In this column ...

- ... students make their cross.
- ... graduated dancers make their cross.
- ... dancers under 18 years old make their **additional** cross.

Cash registers for dancers

We recommend providing at least two cash registers for dancers. Please remember to have enough change. We recommend providing coins according to the following formula:

Number of dancers expected multiplied by the difference between admission price and the value of the next highest bill, for example:

<i>expected dancers</i>	<i>badge price</i>	<i>note value</i>	<i>difference</i>	<i>change needed</i>
500	8.—€	10.—€	2.—€	1000.—€ (1€ and 2€ coins)



In addition another approximately 400.—€ in various bills.
If change is exchanged between the individual cash registers, this must be documented at both cash registers!

Registration for VIPs and ECTA Members

For the registration of VIPs and ECTA members, one cash desk and one place to enter the guest list is sufficient. Please place the signs “Registration – VIP – ECTA MEMBERS” in such a way that they can be seen even if a queue has formed in front of the registration desk.

This registration is usually manned by the ECTA board.

Guest list VIP/ECTA

A copyable template of the list in which VIPs and ECTA members register is provided by the ECTA Treasurer. Who is a VIP can be found on the list provided on the EAASDC website. Who is an ECTA member is on the ECTA member list provided by the Treasurer. Care should be taken to ensure that the list of VIPs and ECTA members is completed correctly.

- VIPs, program leaders, and their partners do not pay admission and receive their badge for free.
- ECTA members and their partners do not pay admission. However, if they wish to have a badge, they will have to pay for it.

Student-Jambore 2016 **ECTA / VIP Member**
 2. April 2016 **Blatt Nr.:** _____

zutreffendes bitte ankreuzen

Nr.	Name	ECTA		Programm	VIP
		Member/ Partner	Badge zusätzlich	Callier + Partner	ECTA EAASDC
01					
02					
03					
04					
05					

Figure 2: Attendance List

ECTA-Memberliste Student-Jamboree 2010 Stand: 25. 02. 2010
 Seite: 1 von 1

Name	Name	Name
A		
Ackermann, Josef	Hochueli, Regula	Thompson, Hank
Adorf, Mario	Horst, Hanspeter	Travers, Vinzenz
Andersen, Hans-Christian	Huber, Sepp	Trevino, Michael
Appeldoorn, Antje		Trojan, Arnold
Armleuchter, Markus, Dr.	I	Trümmer, Liese
Austin, Gerald	Ingelheimer, Leopold	Tschilp, Hansi
B	J	U
Bachhuber, Emmeranz	Johannsson, Inger	Übersax, Peter
Bader, Robert	Jürgens, Stefan	Uhland, Ludwig
Bär, Nathaniel		Unterheimer, Eleonore
Becker, Walter	K	Untermeier, Willi
Becker, Yvonne	Klaus, Vaclav	Utz, Cäsar von
Binder, Joseph	Kröger, Frithjof	
Blaufelder, Sebastian	Kurt, Ali	V
Blomfeld, Ernst S.	Kurth, Wolfgang	Villon, François
	Kuschner, Annette	Vredestein, Thomas

Figure 3: Membership List

Cash desks for VIPs/ECTA-Members

One cash desk is sufficient for this purpose. Please provide as change :

Approx. 100 pieces of 1,— € coins

Approx. 100 pieces of 2,— € coins

Approx. 20 pieces of 5,— € bills

Approx. 20 pieces of 10,— € bills

If change is exchanged between the individual cash registers, this must be documented at both cash registers!



Banner Badges

Banner badges will be handed out at a price of 2,— €/piece. Please keep a tally sheet for this. The quantity handed over is to be entered in the statement on page 1, line 18. See also “Settlement” on page 27.

Program

Requirements für Program Leaders

Program leaders must, at the time of

- of the program approval
- and the event

have the appropriate active status of the council for which they are leading a program item.

Further, ECTA expects them to

- a minimum of five years of experience in their dance style
- and at least two classes under their own responsibility (not as co-leader), in their dance style.

- Program Leaders at an ECTA Student Jamboree do not receive compensation for their appearance.

Number of leaders

Too many Leaders can confuse beginners too much. Therefore, no more than two leaders of a dance type (SD/RD/CL/CT) per time slot should run the program. A concept in which four callers in alternating combinations run the program throughout the event has proven successful in recent years.

Introductions to the ECTA dance styles are usually led by one leader for each dance style.

Program Components

The dance program for the ECTA Student Jamboree is Callerlab Basic up to and including Figure 48, Ferris Wheel. This program may be changed by the ECTA Board, as necessary, up to the time the flyer goes to press.

- No workshops will be offered.
 - Introductions to round dancing, clogging, and contra/traditional dancing are part of the ECTA Student Jamboree. Each introduction should last 45 – 60 minutes.
 - The Grand March in the evening will be conducted by a member of the ECTA Board. Lists needed to conduct the Grand March must be laid out at the registration for VIPs.
 - An ECTA Square Dance Council Meeting should be scheduled, preferably in the late afternoon, in a separate meeting room.
 - If the organizing club creates its own program, it must be checked by the ECTA Square Dance Coordinator. If the club does not want to create its own program or it is not possible for it to do so, the ECTA Square
- Introductions to dances of other branches
- Grand March
- ECTA-Meeting
- Creating program

Dance Coordinator will take over this task. The other ECTA coordinators and the Square Dance Council may be called upon to assist.

The final decision on the program is the responsibility of the ECTA Board of Directors, which likewise, by majority vote, approves the designated Leaders. Likewise, the ECTA Board may reject designated Leaders if lack of experience or personal conduct so requires!

Program Examples

The following two program examples can help the organizing club to create an acceptable program.

One Hall

From 12.00 Registration

13.00–14.00 Basic

14.00–14.45 Contra/Traditional Introduction

14.45–15.45 Basic

15.45–16.30 Clogging Introduction

16.30–17.30 Basic

16.30 ECTA SDC Meeting
– 17.30 (separate room)

17.30–18.15 Round Dance Introduction

18.15–19.00 Basic

19.00–19.15 Break

19.15–19.45 Grand March, ECTA-Board

19.45–22.00 Festival Dance Basic

Two Halls

Hall 1

Hall 2

From 12.00 Registration

13.00–14.30 Basic

14.00-15.00 Contra/Traditional Introduction

14.30–16.00 Basic

15.00-16.00 Clogging Introduction

16.00–17.30 Basic

16.00-17.00 Round Dance Introduction

17.30–19.00 Basic

17.00-18.00 ECTA-Meeting (separate room)

19.00–19.15 Break

19.15–19.45 Grand March, ECTA-Board

19.45–22.00 Festival Dance Basic

Promotion

Flyer

Sponsorship of the flyer is possible.

The flyer will be created and printed by the ECTA Square Dance Coordinator. However, there is a possibility that this flyer will be sponsored by, for example, a company. The procedure will be adapted in such a case if necessary.

At least the following information is required from the organizing clubs:

- Sketch of how to get to the dance location, or directions
- Correct name and address of the dance venue
- Complete program (time schedule; leader; dance program, such as “CALLERLAB Basic”, etc.)
- Location of the afterparty (if not in the dance hall)
- Contact address and phone number(s)/email address(es) including a cell phone number that can be reached during the event
- Hotel list for the immediate area or indication of where to get one
- A printable file of the club badge in as high quality as possible, at least 300 dpi for the original size badge.

Deadline!

The above information, as well as other flyer content requested by the organizing clubs, must be submitted to the ECTA Square Dance Coordinator by July 15 of the previous year. The ECTA Square Dance Coordinator will use this information to create the flyer. Approval must be obtained from the ECTA Executive Board for the flyer prior to publication.

All member clubs of EAASDC will receive at least six flyers

The flyer must be made available to all EAASDC member clubs well in advance. Address labels can be purchased from EAASDC through a club. Addressed envelopes containing at least six flyers for each club should be placed at the preceding Fall Round-Up so that the greatest number of flyers can be taken by clubs, thus keeping postage costs down. An additional number of individual flyers should be provided alongside the envelopes. Envelopes not collected by clubs will be laid out at the ECTA Convention – if it is held after the Fall Round-Up – and must be mailed to clubs as soon as possible thereafter.

The packing of the flyers will be done by ECTA or the organizing clubs by arrangement

Leaders receive a flyer

Each program leader will receive the flyer via email.

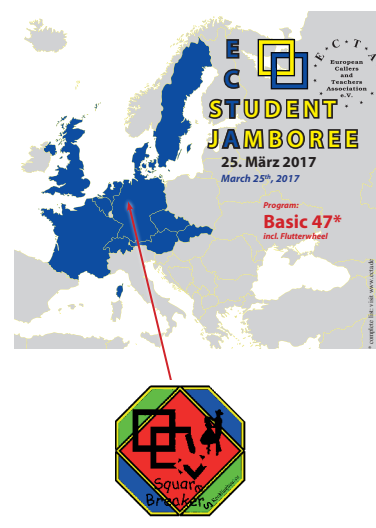


Figure 4: Student Jamboree Flyer, front page

Figure 4 shows the example of a front page for a Student Jamboree with one hosting club. The location of the dance venue(s) are highlighted with markers and an image of the club badge(s) are included.

Bulletin

A version of the flyer for printing in the Bulletin will be sent by the ECTA Square Dance Coordinator to the EAASDC in time to be printed in the Bulletin in December and February before the corresponding Student Jamboree. The print in the Bulletin is a minimum of one full page and includes all important information. Commercial advertising printed on the flyer is not included in the bulletin version.

Bulletin
Deadline!

The flyers are printed in DIN-A4 format.

Commercial advertising may be included in the flyer to reduce costs. Advertising revenue must be allowed by the ECTA Board. Free advertising is not allowed!

Program Hall 1 – program hall 1

12:00	Registration	
13:00 – 14:30	Warm-Up Squares	Jörg Bewald, Uli Schragen
14:30 – 15:00	Square Dance	Stefan Förster, Stefan Knott
15:00 – 17:30	Square Dance	Jörg Bewald, Stefan Knott
17:30 – 18:00	Square Dance	Stefan Förster, Uli Schragen
18:15	Grand March	Stefan Knott
19:00-19:15	Square Dance	Jörg Bewald, Stefan Förster, Stefan Knott, Uli Schragen
19:30	Square Dance	

Program Hall 2 – program hall 2

14:30 – 15:45	ECTA Meeting	siehe Anfahrsweg, siehe
15:00 – 15:30	Square Dance Intro	Jörg Bewald
15:30 – 16:00	Round Dance Intro	Angela Gruch/Rajja Franze
16:00 – 17:00	Country/Traditional Dance Intro	Manja Beyer
17:00 – 18:00	Charging Intro	Sandra Pohlmann

ECTA Student Jamboree 2017 in Datteln

Program Hall 1 – program hall 1

ab/from 12.00	Registration	
13:00 – 14:30	Warm-Up Squares	Jörg Bewald, Uli Schragen
14:30 – 15:00	Square Dance	Stefan Förster, Stefan Knott
15:00 – 17:30	Square Dance	Jörg Bewald, Stefan Knott
17:30 – 18:00	Square Dance	Stefan Förster, Uli Schragen
18:15	Grand March	Stefan Knott
19:00-19:15	Square Dance	Jörg Bewald, Stefan Förster, Stefan Knott, Uli Schragen
19:30	Square Dance	

Program Hall 2 – program hall 2

14:30 – 15:45	ECTA Meeting	siehe Anfahrsweg, siehe
15:00 – 15:30	Square Dance Intro	Jörg Bewald
15:30 – 16:00	Round Dance Intro	Angela Gruch/Rajja Franze
16:00 – 17:00	Country/Traditional Dance Intro	Manja Beyer
17:00 – 18:00	Charging Intro	Sandra Pohlmann

Print Version (Left): Includes program schedules, a map of the venue 'Sporthalle der Realschule Wiesenstraße 12, 45715 Datteln', contact information for Daria Deth, and details on registration fees and public transport.

Bulletin Version (Right): A simplified version of the flyer, focusing on the event title, dates, and key program elements.

Figure 5: Example: print version (left), Bulletin version (right)

Badges

ECTA Student Jamboree 25. März 2017

ECTA Student Jamboree 2. April 2016

The badges are designed with a map of Europe, the ECTA logo, and event-specific details like location and date.

Figure 6: Badge

The badges are created and printed by ECTA. Usually the motif of the flyer front page is used.

When North and South Jamborees are held, a common badge is designed for both events. Figure 6 shows the badges of the Student Jamborees 2016 and 2017.

Public Address System and Stage

Public Address System

We recommend that an ECTA leader be involved in the sound system.

The equipment used must meet the specific requirements for use at a square dance event. It is best to use standard square dance equipment, such as Hilton products, combined with Yak Stack or Solton speakers (even though these speakers do not produce studio quality, experience shows that they provide the best intelligibility for the dancers - and that is the most important aspect).

PA-System
provided by host

The host club provides the PA system. Music playback equipment and microphones, as well as cables deviating from the usual standard for square dance events, will be provided by the corresponding leader.

Leaders may only use properly licensed equipment (e.g.: radio microphones).

additional
equipment

If more equipment is needed than a leader or club owns, then additional equipment will need to be obtained for the event. This can be done by:

1. Use of ECTA's own equipment. The ECTA Equipment Manager is available for advice in both regions.
Rental fees do not apply when using ECTA equipment for an ECTA Student Jamboree. The organizing club is responsible for transporting the equipment to the location of the ECTA Student Jamboree and back to the storage location.
2. Use of equipment from local leaders. Many ECTA leaders provide their equipment for a small fee or free of charge.
3. Hiring a company to do all the sound reinforcement. This should only be done if options 1 and 2 are not sufficient.

There must be enough sockets and outlets for:

- * Electricity (music players, radio microphones ...)
- * Microphones (one connection per leader during each program point).
- * Audio inputs (for music players). In the case of program points with two leaders, there must be an audio input for each.

Sound system costs must be kept low and requested from the ECTA Square Dance Coordinator and allowed by the ECTA Board of Directors prior to the event.

Stage

- The stage should be at least 6 m wide and 3 m deep. Size
- The stage should be at least 80 cm and up to one meter high and stable. The leader must be able to demonstrate dance steps.
- There should be enough tables on stage to accommodate the sound equipment and the material cases or other equipment of the program leaders. The tables for the equipment must be placed so that they are to the right or left of the leaders, not at the front of the stage, between the dancers and leaders. Tables
- The host club must ensure that sufficient beverages are available for the leaders during the time of their performance. Beverages
- Decorations must not be placed at the front of the stage between the dancers and leaders. All cables and decorations must be placed so that they do not interfere with the individual work and freedom of movement of the leaders. Decorations, cables

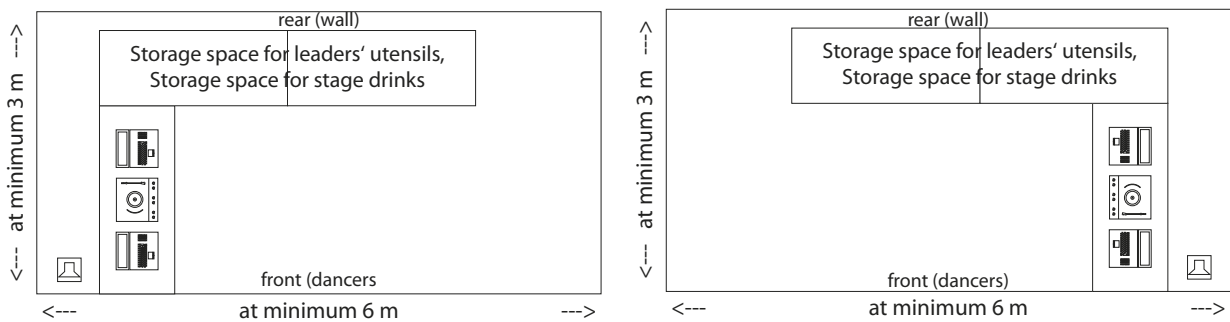


Figure 7: Technical Rider

Catering

During the Event

Organizers should consider that dancers may have long travel distances and need the ability to get food and drinks at adequate prices in or near the halls. If food and beverages are sold in the halls, there should be sufficient space for tables and chairs, preferably in a separate room, the cafeteria, or the lobby if it is large enough.

No alcohol Non-alcoholic beverages must be available throughout the event. Alcoholic beverages may not be served during the event, even to spectators. The sale of alcoholic beverages may be started after the beginning of the last tip. Affiliated restaurants or bars must be notified of this rule. This will help the operator to plan the event and avoid surprises.

Disposable tableware The organizer should consider, if disposable tableware is used, that adequate disposal facilities must be available.

Where can one get something to eat? The club should organize opportunities for dancers to eat. This can be a restaurant attached to the halls or the club can sell food on its own account. If food is not available in the halls, the club should create maps and directions to show dancers where food is available near the halls.

Beverages for leaders The club should likewise plan and organize drinks for the program leaders on stage, e.g. coffee, water, juices, etc.

moderate prices It should be ensured that the prices for food and drinks are moderate. It is advised to put this in writing. The operator of restaurants should be informed that dancers come in larger groups to order food (e.g. for dinner) and drinks (between tips, start of the afterparty). Having more than one place to serve drinks will keep lines shorter!

Settlement with ECTA If the club sells food and drinks on its own, this is not part of the financial arrangements between the club and ECTA. This also applies to the afterparty (see "Afterparty" on page 23); only additional costs that are to be included in the calculation (e.g. for setting up tables and chairs) must be discussed in advance with the ECTA Board and specified in the calculation.

Afterparty

Food and drinks after the dance (for the so-called afterparty) must be part of the event planning. If the hall is catered during the afterparty, it is advised to discuss the aspects of an afterparty with the operator. A small menu with 4 - 6 different dishes is recommended. Advance sale of food vouchers simplifies food serving.

Catering

Music during the afterparty (whether live or canned) should not be too loud, as many dancers want to meet friends and talk and only want background music. Live bands should be informed that dancers are not present just to hear the music. Music during the afterparty is not part of the financial agreements between the performing club and ECTA, but is the club's own responsibility!

Music

Contracts

Use of Halls

Contracts for halls of this size are usually concluded with the hall operator. The performing club must be aware of all clauses mentioned in the contract. A contract in writing with the hall operator must be in place. A copy of the contract must be submitted through the ECTA Square Dance Coordinator to the ECTA Executive Board for review.

Conditions/Permits

From place to place there are different requirements that must be observed. It is an absolute prerequisite that the executing club knows and observes all requirements concerning the hall(s) and the city.

- For example:
- emergency services
 - fire department
 - closing times
 - signposts
 - shops (hawkers)

The organizing club must obtain any necessary permits from the relevant regulatory authorities. Any local regulations must be found out by the executing club and the appropriate steps must be taken. ECTA recommends that the organizing clubs deal with the venue regulations (Versammlungsstättenverordnung) of the respective federal state/municipality.

Leader

The contracts with the program leaders are concluded by the implementing association with the leaders.

Content of the contract

There must be a written contract with each program leader. Contract components are:

- names of the contractors
- date of the event
- name of the event
- period of attendance
- dance form
- intended theme (e.g. Full Basic, Introduction, Singing Calls or similar)
- hall name
- postal address of the venue.

Catering

Recommendation: During the dance event, except for the afterparty, the program leaders should receive food and drinks. It has proven effective to provide a certain number of coupons to the leaders. The cost of these must be requested from the ECTA Square Dance Coordinator prior to the event and allowed by the ECTA Board of Directors. Only the coupons actually used by the leaders can be applied to the final bill.

Shops

Stands can be made available to stores if sufficient space is available. Host clubs have the right to choose which stores should be present. The contact information of these stores must be sent to the ECTA Treasurer.

The organizing club must clarify with the hall operator whether additional costs will be incurred for the stores. The stores will be charged a fee.

The fee is set by the ECTA Treasurer and is currently €50.

The ECTA treasurer sends these stores an invoice with all relevant information. With the payment the store accepts the conditions. The paid invoice is then considered a written contract. The hosting club will receive a list of the stores registered for the respective Student Jamboree.

In rare, justified cases, it may happen that a store has not yet received a statement or has not been able to pay in time so that it is not yet included in this list. In this case, the stand fee must be paid against receipt at the VIP cash desk.

Stores that arrive at the venue spontaneously and without prior registration cannot be provided with a stand space.

Fee and additional costs

Contract

Shops spontaneously present

Emergency Services

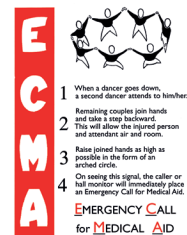
There must be a written contract by the organizing club with each emergency service contracted. Contract components are:

- names of the contractors
- date of the event
- name of the event
- period of attendance
- number and type of personnel employed
- hall name
- postal address of the venue
- designation of the hall for the emergency personnel.

The emergency services must be oriented about ECMA. ECMA posters will be posted visibly in all halls. These are available laminated from the ECTA Square Dance Coordinator and on the ECTA web site as download in several languages.

Recommendation: During the event, emergency services should receive food and beverages. It has proven effective to give emergency services a certain number of coupons. The cost of these must be requested from the ECTA Square Dance Coordinator prior to the event and allowed by the ECTA Board. Only coupons actually used by emergency services can be applied to the final bill.

Content of the contract



Catering

Public Performance of Musical Works

Germany and Austria

Registration for GEMA (D) and AKM (A) This event will be registered with EAASDC by the hosting club. The invoice for securing the musical performance rights for events in Germany (GEMA) and Austria (AKM) is to be forwarded to the ECTA Square Dance Coordinator. ECTA will settle this invoice.

Playlists During the event, a playlist must be kept by the leaders. The relevant form is available on the EAASDC website in the “Documents and Information for Member Clubs” section.

After the event, this playlist must be sent immediately to the appropriate EAASDC Board member for this matter (GEMA Assistant (Music play lists)). The corresponding address can be found on the EAASDC web site in the “EAASDC Board” section..

Other Countries

For an ECTA Student Jamboree in other countries, we determine the procedure on a case-by-case basis.

Financial Aspects

Badge Price/Costs

The badges are procured by ECTA. The badge price will be set by the ECTA Treasurer based on the current cost per badge.

Free admission to the ECTA Student Jamboree and a free badge are granted to:

- Program leaders and their partners,
- Board members of ECTA and EAASDC and their partners,
- Honorary members of ECTA and EAASDC.

Free admission to the ECTA Student Jamboree is granted to:

- ECTA members, as well as their partners and children. These can purchase a badge for personal use at a reduced price

A current VIP list and a current member list of ECTA are available at the registration desk.

Budgeting

As a condition of the award, complete budgeting for the event must be approved by the ECTA Board of Directors (see "Application" on page 7).

A preliminary cost report must be prepared by the executing club during the event in order to be reimbursed for costs. Copies of all invoices and receipts must be attached for this purpose. The final financial statement will be prepared at the earliest possible date together by the performing club and the ECTA Treasurer. The ECTA-Treasurer works closely with the organizing club and is the contact person for questions regarding costs and revenues.

Profit/Loss

After all invoices and receipts are paid, the organizing club will receive 50 percent of the net profit of the event. Any loss will be borne in full by ECTA.

Settlement

The ECTA Treasurer has created Excel forms for billing ECTA Student Jamborees. These take into account only the billable expenses and revenues approved by the ECTA Board of Directors:

Expenditures

Hall costs
 Equipment costs
 Advertising costs such as flyer printing, flyer mailing, bulletin advertising
 Badge production costs (important: report number of badges used)
 Costs for decoration
 Costs for food and drinks of the program leaders

Revenue

All shop fees
 Advertising on the flyer
 Revenue from badge sales (incl. ECTA members and banner badges)

Box office settlement

Usually the ECTA Treasurer is on site during the settlement of the box office and can therefore support the organizing club. Should the ECTA Treasurer be in rare cases unavailable, the following explanation should ease this settlement a little bit.

Shop settlement

The shops have already received and paid an invoice from the ECTA treasurer in advance of the event. The club will receive a list of this. If a store is not yet on the list for various reasons, it must pay its stand fee at the VIP cash desk. A receipt must be issued for this. This is to be entered in column 19 of the settlement.

Cash Count

After closing the registration, the cash registers are to be counted in the presence of at least two persons and the amounts are to be entered on page 1 line 2. The change is to be taken out and the actual cash receipts are to be given to an ECTA board member against receipt.

Number of participants

The total number of participants is to be determined from the registration lists, separately according to allocation, and entered in sheet 1 of the settlement:

Student-Jambore 2010
27.03.2010

Besucherliste
Blatt Nr.: ____

zutreffendes bitte ankreuzen

Nr.	Name	Club	zutreffendes bitte ankreuzen		
			Student	graduierte Tänzer	Kinder bis 16
01					
02					
03					
04					

Total sum of all lists (visitors)

Sum of all "crosses" in the **Student** column, e.g. less prorated dancers under 18, e.g. enter in the settlement (line 10)

207 114 10

Sum of all "crosses" in the **Graduierte** column, e.g. less prorated dancers under 18, e.g. enter in the settlement (line 10)

Sum of all "crosses" in the **under 18** column enter in the settlement (line 12)

Student-Jambore 2010
27.03.2010

ECTA / VIP Member
Blatt Nr.: ____

zutreffendes bitte ankreuzen

Nr.	Name	ECTA		Programm	VIP
		Member/ Partner	Badge zusätzlich	Caller + Partner	ECTA EAASDC
01					
02					
03					
04					

Gesamtsumme aller Listen (ECTA/VIP Members)

enter in the settlement (line 13)
 enter in the settlement (line 14)
 enter in the settlement (line 16)
 enter in the settlement (line 15)

23 15 6 8

Final Account

The forms provided by the ECTA Treasurer are to be used for billing. All costs and expenses included in the preliminary cost estimate and approved by the ECTA Board may be invoiced.

The amounts stated in the preliminary calculation are not fixed amounts but maximum amounts. Exceeding amounts and additional costs require the approval of the ECTA-Treasurer. Small amounts below 10,- € are excluded from this.

Not accountable
expenses

Not included in the settlement with ECTA:

- All revenues and expenses related to the hospitality of visitors.
- Allowances to VIPs (they are only entitled to free admission and a free badge. Additional services, e.g. a meal or drinks, are at the expense of the club).
- Benefits for ECTA members and their partners that go beyond free admission.
- Grants to club members and other helpers.
- Allowances to program callers exceeding an amount of 10,- € per caller. The actual consumption is to be settled. The partners of the callers are not entitled to any benefits, except for free admission and free badge.

On the next page is an example of the preliminary final account form:

Abrechnung Studentjamboree Nord 2010						Seite 1	26.02.2010
Club:							
Verantwortlich :							
		Kasse 1	Kasse 2	Kasse 3	Badges		
1	Wechselgeld	900,00 €	900,00 €	600,00 €	bereitgestellt	400	
2	gezahlter Betrag nach Registration Ende	1.864,00 €	2.460,00 €	680,00 €	Restbestand	15	
3	Bareinnahme	964,00 €	1.560,00 €	80,00 €	Verbraucht	385	
4	Gesamtbetrag Kasse 1 bis 3		2.604,00 €				
Einnahmen		EUR	Anzahl	Betrag	VK	Bemerkung	
10	Student's	8,00 €	197	1.576,00 €	0,00 €		
11	Member's	8,00 €	112	896,00 €	0,00 €		
12	Teenies (unter 16J) Eintritt + Badge frei		12				
13	ECTA-Member/Partner; Eintritt frei - Badge extra VIP+Programmcaller in Zeile 15+16 eintragen		23				
14	Badge's für ECTA-Memb./Partn. (aus Zeile 13)	2,00 €	15	30,00 €	0,00 €		
15	ECTA u. EAASDC VIP's u. Partner Eintritt + Badge frei		8				
16	Programmcaller u. Partner Eintritt frei + Badge frei		6				
17	Club & Helfer		18				
18	Banner-Badge	2,00 €	5	10,00 €	0,00 €		
19	Shop's (ohne Rechnung von ECTA) Belege beifügen	50,00 €	1	50,00 €	0,00 €		
20	Sonstiges			0,00 €			
21	Kassenabstimmung			42,00 €			
22	Gesamtteilnehmer / Einnahmen		370	2.604,00 €			

Datum / erstellt von : 2 Unterschriften

Abrechnung Studentjamboree Nord 2010						Seite 2	26.02.2010
Auslagen CLUB	Datum	Beleg-Nr.	Betrag	VK	Bemerkung		
30	Hallenmiete	14.4.10	1	220,00 €	0,00 €		
31	Hausmeister / Reinigung	27.3.10	2	50,00 €	0,00 €		
32	Sanitäter	27.3.10	3	30,00 €	0,00 €		
33	Dekoration	24.3.10	4	20,00 €	0,00 €		
34	Bestuhlung		Belege beifügen	0,00 €	0,00 €		
35	Entsorgung / Müll		Belege beifügen	0,00 €	0,00 €		
36	Bühnenge Getränke	27.3.10	5	30,00 €	0,00 €		
37	Leader Essenbons max. 10,-€ je Leader	27.3.10	6	60,00 €	0,00 €		
38				0,00 €	0,00 €		
39				0,00 €	0,00 €		
40				0,00 €	0,00 €		
41				0,00 €	0,00 €		
42				0,00 €	0,00 €		
43				0,00 €	0,00 €		
44				0,00 €	0,00 €		
45				0,00 €	0,00 €		
46				0,00 €	0,00 €		
			Gesamt	410,00 €	0,00 €		

Die Abrechnung (mit den Belegen) ist innerhalb von 6 Wochen an den ECTA - Treasurer zu senden. Von ihm wird die Abrechnung um die Ausgaben von ECTA ergänzt und die Endabrechnung erstellt.

Datum / Unterschrift Club-Treasurer

Figure 8: Final Account (Muster = Specimen)

Timeline

July 15	Details for flyer to the board.
until 20 July	Check status of program leaders
until August 15	Have flyer printed
until August 15	Order address labels
Fall Round-Up	Put flyers in envelopes
ECTA Convention	Put flyers in envelopes
after ECTA Convention	Send remaining flyers in envelopes
until approx. end of October	Flyer to bulletin for December and February issue
until Spring Jamboree	Print badges
Spring Jamboree	Deliver badges to appropriate ECTA board members attending the student jamboree

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