**SWEET PEA COMMITTEE: DANCE TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park: the Bowl, the Hollow, and Cypress Point

**Assistance:** 3-5

**Supplies:** Dance floor, gaffer’s tape

**Contacts:** Professional contacts in dance world, Booking agencies, local dance artists/groups, motels, travel agencies, MSU, Public Relations & In-House Graphics Committees

**Misc:** No workshops or performance before 11 a.m. on Saturday and none after 4 p.m. on Sunday. All rehearsals must be scheduled and approved by the entire Performing Arts Division and sound companies if appropriate. Insurance regulations prohibit performers from driving loaned cars. They can drive rentals or be driven.

**Note: Your role is to represent the Sweet Pea Festival and its needs, regardless of any other entity you may be affiliated with or employed by.**

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office.
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings when possible
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**October-December:**

* Search for main performers (Previous Chairs have done this August – October, then presented Main Stage Dance proposal to the Board in October or November. Chair contracts just after Board approves and in January we send a deposit check, approx 30–50%, to the company under contract).
* Work on choices for main dance performance and cost (\*October or November)

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Line up Committee members as needed to share in duties
* Submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Meet with all Division Committee Chairs to discuss scheduling of all stages, Cypress in particular

Visual presentation to Sweet Pea Board, with previews, for Mainstage performance (3 to 4 choices) (\*October or November target)

* Obtain Sweet Pea Board approval of Mainstage performance

**March-April:**

* Search for local daytime performers (Send an email to all dance/movement groups who performed last year, attaching application to perform and giving deadline to apply – April 1 or April 15)
* Have Sweet Pea Executive Board and/or Executive Director review all contracts before they are signed
* Get performer’s technical requirements (stage, sound, lighting); turn into sound company servicing the Festival (coordinate with Executive Director)
* Coordinate technical requirements and timelines with sound company(s) and stage provider, if applicable
* Coordinate timelines with Music, Theatre, and Family Entertainment, if applicable
* Arrange equipment for changing/rest/refreshment area for main performers (coordinate with Music Committee if also using RV; Exec Director to secure RV)

**April-May:**

* Audition local performers with Committee (\*Auditions optional); make selections; collect signed contracts (make sure the office has copies of all contracts)
* Arrange and schedule dance workshops (coordinate with Music, Theatre, and any other Committee involved)
* Make motel and ground transportation arrangements, if needed (recommendation is to book performers for a “flat” fee, thus putting transportation to Bozeman as their responsibility)
* Notify sound company for Mainstage of any technical requirements for Mainstage performance

# May:

* Meet with Division to review/finalize schedule by end of month
* Submit event information to the Schedule of Events Chairperson for inclusion

**June:**

* Line up volunteers to share in duties over Festival weekend, as needed

**July:**

* Dance performances publicized (coordinate with Public Relations Committee)
* Arrange for refreshments for main performers (coordinate with Hospitality and Music Committees)
* Arrange for rehearsal time and requirements, if needed
* Review all details on mutual needs (i.e. lighting, sound, stage, equipment needs, length of performances and rehearsals) with Music, Theatre, and Family Entertainment
* Confirm RV arrangements for Mainstage performers
* Reserve marley floor for the Main Stage; arrange for delivery, pick-up, and payment (if needed)
* Coordinate special physical arrangements and needs for Lindley Park with Physical Arrangements Division, including delivery of the marley floor for Cypress to the stage (Sweet Pea owns this marley floor).
* Submit payment information to the Sweet Pea office. Checks will be available for pick-up at the Festival to pay performers
* Work with performers on how many performer passes they will need and arrange for the passes to be picked up by the performers (coordinate with Division Coordinator and Exec. Dir.)
* Finalize volunteers’ schedules
* Arrange for water for local performers, as needed (coordinate with Hospitality Committee)

**August:**

* Ground transportation provided for main performers, as needed
* Be present at Festival to oversee dance performances, set-up and dismantling
* Emcee shows, as needed or arrange for an emcee
* Assist with park tear down on Sunday evening, post-Festival
* Arrange for 2-4 volunteers/stage hands as needed for Mainstage performance (volunteers needed to handle the rented/loaned Marley dance floor – transporting, laying, removing, and returning).
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff

**August-September:**

* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd

**Contact List:**

Sound Co. Jerry Mullen—Moon Over Montana 580-1041 (Main Stage)

Jeremiah Slovarp—Jereco Studios 586-5262 (Side Stages)

Staging Cole Yarbrough—Rocky Mtn Rigging 599-2399