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

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

**Assistance:** 3-5 volunteers (if needed) to help during the Festival

**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 performances 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:**

* Attend monthly Sweet Pea Board meetings & any special meetings called. Meeting Commitments are approximately 2 hours per month for Board Meetings and 1 hour per month to meet with your DC
* Read board minutes, agenda, proposals and all attachments of the pre-board meeting email to be fully prepared for Board meetings. Take note of any errors in minutes and bring up at the board meeting.
* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend (November meeting)
* Recruit potential board member candidates and Festival-time volunteers
* Check SPF email and stay on top of correspondence. Copy in ED when you feel necessary.
* Continually update process file notebook and/or shared online files and keep pertinent e-mails filed within e-mail account
* All printed materials and major correspondence are to be approved by the Executive Director before being printed and distributed
* Updated copies of all printed materials, major correspondence, and procedures are to be turned in and/or uploaded to be kept on file at the Sweet Pea office
* Please make sure admin@ and ed@ emails are on all email lists you have so ALL mass-correspondence sent out is copied to the office, which keeps the office as informed as possible.
* If you are on social media, make sure you like SPF pages on Facebook, Instagram and Twitter. Make sure you check regularly and share/forward our posts and make sure you tag us and any other folks such as sponsors, DBA, etc. where merited. Please forward any content you think we should post.
* ALWAYS tag businesses, sponsors etc. on all posts
* Monitor website and social pages for content updates, errors and ideas for improvements and future posts
* Provide Exec Director with newsworthy happenings in your committee to post on SPF social media.
* Take photos during the year, at events and the Festival and provide pictures to the office (digitally).
* Provide photos, bios and PR materials to Schedule of Events for your committee in a timely manner (by the deadline)
* Division Coordinators should always know about committees' progress and should be copied on documents sent to the Exec. Director for review and approval
* Division Coordinators should be informed of all expenses for all Committees within the Division.
* On Board approved purchase of permanent supplies/equipment for use in the Division, secure at least two bids and make decision on purchase (coordinate with Executive Director and Committee Chairs)
* Submit all invoices to the office as they are received
* Volunteer at the Festival for Admissions, Merchandise, Park set up and tear down or HQ if your position doesn't require full-time attendance at the Festival. (DC's should take at least one shift at HQ.)
* Be on stage Saturday night of Festival at 7:30pm for Board Member Recognition.
* Volunteer and/or attend other Sweet Pea events during the year.

**October-December:**

* Search for main stage performers (previous Chairs have done this October-December, then presented Main Stage Dance proposal to the Board in January or February. Chair contracts just after Board approves and in thenwe send a deposit check, approx 30–50%, to the company under contract).
* Work on cost/budget for main stage performers

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Line up Committee members if 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

* Obtain Sweet Pea Board approval of Mainstage performance
* 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)**

**February-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)
* 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 in SOE

**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, (we have one in SPF storage)
* 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 only one Marley).
* 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
* Stage manage and Emcee shows (this is where you might want to add committee folks to help)
* 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 (Provides Sets up Main & Cypress Stages)