

Instructions for Hosts at the Bethlehem Presbyterian Church

The room we are dancing in is the “Fellowship Hall” of the Bethlehem Presbyterian Church. It is important to be respectful of the property and leave the hall exactly as we found it.

What to do Before the Dance Begins:

- Note that there are more tables set out than we need. Keep the two tables near the kitchen. We usually place two tables right in front of these for the food and theme props. Also keep the one table on the wall perpendicular to the kitchen. If need be, you can place two surplus tables next to this table and can stack tables (table side down) on top of them if needed. Place two tables near the door to the hallway going to the restrooms. One is for the Treasurer’s use. The other is for club announcements, NNJSDA Dance announcements and signup sheets for volunteer opportunities. Move the small white rolling table (altar) that is in front of the stage to the right of the stage (as you face the stage). Place one long folding table on the stage for the Caller’s use. Move the TV to the right of the stage. **Do not unplug the TV.** See setup diagram.
- **Please lift the tables and chairs when moving them so as not to damage them or the floor. Do not drag them.**
- Break down the rest of the tables and place them in the carrier against the outside wall in the Fellowship Hall near the restrooms.
- Put the chairs along the periphery of the dance floor.
- Place the “Leave Windows Closed!” signs on the windowsills (The church is old, and the window glass is fragile!). **Do not open the windows.**
- Place hand sanitizer on the tables. It can be found in our box in the room with the sink.

Setting Out Decorations and Snacks for Your Theme:

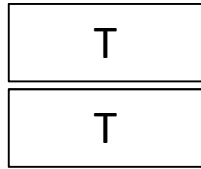
- Bring tablecloths to cover the two tables. Select decorations and props that reflect the theme. For example – for the theme 'Last Licks of summer” we brought in beach towels, sand toys, seashells, and a cooler. Be as imaginative as you like.
- Do not hang items on the walls.
- Please remember that any food you bring to the dance, must be individually wrapped. Homemade foods may be brought in as long as they are cut into individual-sized portions and placed in a baggie or wrapper. Don't forget to leave room on the tables for snacks brought by other Flutterwheelers.
- Have fun showcasing your theme!

Cleaning Up:

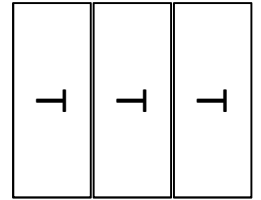
- Fifteen minutes before the end of the dance, begin dismantling the theme tables and the announcement table. Pack up your props, tablecloth and left-over snacks. Place left over snacks (brought in by others) on one of the front tables by the door. Look around the room and pick up any trash.
- At the end of the dance, move the theme, announcement, and check in tables back to their original positions. Reset up the other folded tables. Place all the tables and chairs, exactly as indicated on the Restore Diagram.
- Use the large dry mop to sweep the entire floor. The broom is in the room with the sink.
- Remove the “Leave Windows Closed” signs from by the windows.
- Check the bathrooms. Wipe down the sink. Remove trash. Shut off lights. Prop doors open.
- Dump the filled garbage bag in the dumpster outside the church. Put a fresh garbage bag in the trash container.

Thanks for being Hosts!

EXIT



KITCHEN



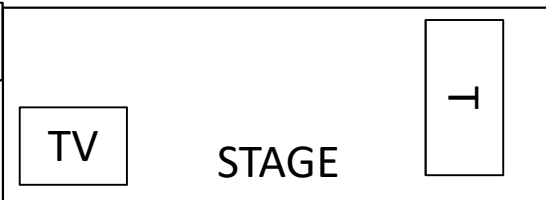
DANCE SET-UP

TABLE CARRIER

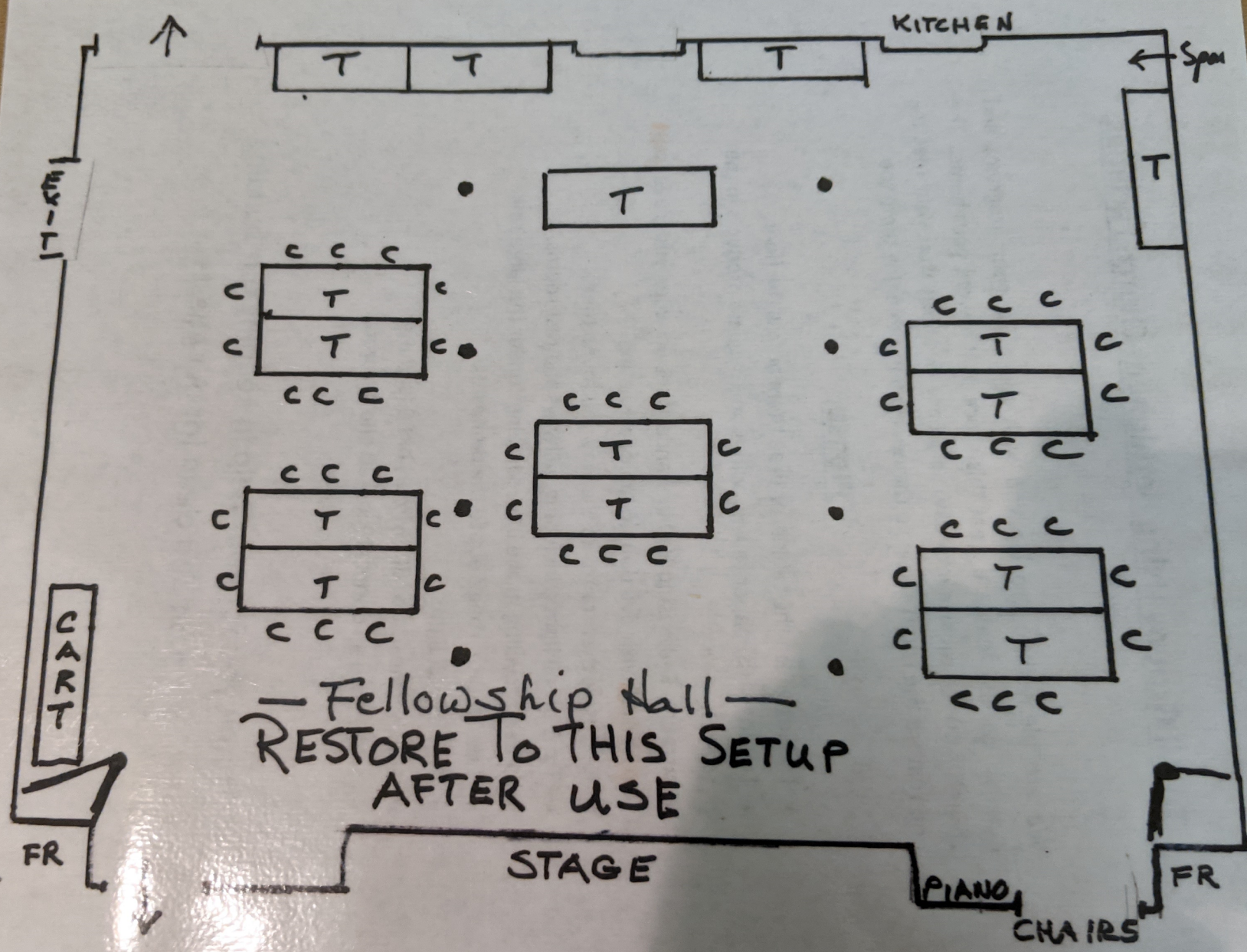


ALTAR

ALTAR



DOOR



— Fellowship Hall —
**RESTORE TO THIS SETUP
 AFTER USE**