

Dance Committee

Dance Leader:

Deputy / Assistant:

In charge of the Dance Committee consisting of the Set-up / Clean-up Team, Food Team, Dance Team and Craft Team. Plans and oversees the event. Prepares the invites for the dance. Determines the schedule of events.

Set-Up Clean-Up Team

Set-Up Clean Up Leader:

Deputy / Assistant:

Other Workers:

Recruits the personnel needed to set up / decorate the parish hall for the dance and recruits another team to clean up after the event. Decides on decorations. Coordinates with Food Leader and Music Leader and Craft Leader for the layout of the parish hall. Maybe use a sperate room to take photos. Welcome Table and nametags would fall under this team's responsibilities.

Food Team

Food leader:

Deputy / Assistant:

Other Workers:

Decides on the menu. Recruits' cooks and servers. Coordinates with the Set-Up and Clean Up Leader on how the meal will be served and what space is needed in the Parish Hall.

Dance Team

Dance Leader:

Deputy / Assistant:

Other Workers:

Acquires DJ, sound system, selects music, plans out dance. Coordinates with other Team Leaders for schedule and space requirements such as when to start and end, and where to set up equipment and where to have the dance floor.

Craft Team

Craft Leader:

Deputy / Assistant:

Other Workers:

Plans for photos of invitees and for the decorating of picture frames for the photos. Coordinates with other Team leaders to schedule activities.