

PROGRAMMERS CHECKLIST

- *Prepare program lineup in accordance with the guidelines that follow. Programs can be recycled but need to be checked against the dance/song list to ensure the count in, event, etc. are correct. Please try to include recently-instructed or refreshed dances. Template for program lineup is on the website.*
- *The first 8 (suggested) dances on Wednesday's program should be easier WS dances to accommodate novice and/or beginner dancers. We also suggest that dances on Sunday's program be a majority of intermediate dances (listed as SF on the Dance/Song List).*
- *Check calendar for teaches and/or refreshes for your program dates. If there is a teach or refresh on the calendar for your program date, list the teach or refresh on your program twice. First on the first part of your program (suggested 5th dance) and then on the second part of your program (suggested 15th dance). Ask instructor to specify instructional speed.*
- Send program lineup to leaders on the current leader list ([Revised March 3, 2015](#)) for signup. If you don't have a current leader list ask Terri Gage for a current copy.
- After completion of your program lineup, send to all leaders, Website Manager and iPad keepers and mark **FINAL** either on the subject line or in the body of the email. When the Website Manager sees Final on the email they will post the program to the website. Music and equipment will be provided by the keepers of the respective iPads.
- Check the website to make sure your program has been posted at least 1 or 2 days before your program date. If it has not been posted contact the Website Manager.
- Bring a copy of the final program to Sunday's or Wednesday's program.
- Position yourself in the front row and call the leaders when it is their turn to lead (most leaders will come forward when it's their turn). Assist with starting and stopping the music. Please announce the count-ins and events for the dance from your program lineup after the walkthroughs to assist the leaders in calling in the count.

