



## **Program and Workshop Committee Responsibilities**

### **Program Chairs/Sponsors:**

- *Represent program interests at SBLDC Board meetings.*
- *Review each rotational Program for additions [e.g. instruction] or changes.*
- *Responsible for the running of each Program. This includes assigning appropriate session and/or dance leaders.*
  - *L1 & L2 Sponsors typically run all of their sessions.*
  - *L3 Program utilizes a rotation of session leaders. The session leaders, 1 leader per week, rotate every 3 weeks and the program isn't posted. The leader rotation schedule is coordinated each quarter by the Program Sponsor.*
- *Create a preliminary Program by converting Excel spreadsheet to a Word doc. (L1: every other week; L2: weekly; L3: not published).*
- *Email preliminary Program to dance leaders to enlist a walk-through leader for each dance. This is generally done by the Monday after the recent program expires/ends.*
- *Convert the final Program Word.doc to a PDF.*
- *Email the final Program (Word & PDF versions) to the dance leaders and Website Committee designee a few days before the program goes into effect (L1 – every other Friday; L2 – weekly Thursday; L3 – not posted).*
- *Create the Program playlist on the iPad for use during the Program.*
- *Transport, set up and pack up equipment used during the Program.*
- *Keep the iPad updated by coordinating with club equipment & iPad manager.*

### **Workshop Chairs/Sponsors:**

- *Represent program interests at SBLDC Board meetings.*
- *Provide input, as requested by Dance and Music Committees, regarding dance changes, such as new dances, sunseting older dances, and shifting a dance to a different level.*
- *Identify line-up of dances to be worked on – taught, reviewed, etc. – in the upcoming Workshop. Make the information available to the members via the respective club Calendar entry.*
  - *N & N+: A progression from easiest to hardest dances is used as a basis for identifying dances to be taught, and/or worked on. Club information, available tools, new steps, etc. are also included in Workshops to supplement the learning experience.*
  - *L1: Dance selection is from within the L1 Program rotation (the current 2-week cycle) with a primary focus on 1B dances. 1A dances, that are not also designated as N or N+, may be included.*
  - *L2: Dances taught are typically based on requests from the participants. The dances are incorporated in the upcoming Program, if not already part of the rotation in order to use skills soon after learning.*
  - *L3: Dances taught are selected by the sponsor and can be based upon input from the participants.*
- *Enlist instructors and wall leaders, as appropriate or needed, to provide a robust learning experience.*
- *Maintain Workshop playlist on the iPad for use during Workshops.*
- *Transport, set up and pack up equipment used during Workshops.*
- *Keep the iPad updated by coordinating with club equipment & iPad manager.*

### **2022 Program and Workshop Committee Chairs:**

- *L1 Program (Wednesday) – Linda Weiss*
- *L2 Program (Sunday) – Diana Carbone*
- *L3 Program (Friday) – Dorothy Wood*
- *Novice Workshop (Wednesday) – Anne Romeo*

- *Novice+ Workshop (Thursday) – Anne Romeo*
- *L1 Workshop (Tuesday) – Shirley Miller*
- *L2 Workshop (Sunday) – Diana Carbone*
- *L3 Workshop (Friday) – Dorothy Wood*