NOTES ON RUNNING A MARBURG DANCE:

- DANCE HALL TO BE OPENED BY 6:30P.M. TO ALLOW THE BAND TIME TO SET UP THEIR EQUIPMENT. This is at present taken care of by the Show Society’s Dance Allocator Mr. Vince Reinke. Phone 54665150. You will be contacted if he is unavailable.
- Your helpers should arrive soon after this time to help open-up the windows etc. and set up the Money at the Soft-drink Stall and the Entry Door.
- ENTRY DOOR TO BE OPENED TO THE PUBLIC AT 6.45P.M. TO 7.00P.M.
- THE ACTUAL DANCE RUNS FROM 7.30P.M. TO 12.00A.M.
- A copy of the Certificate of Currency of your organisations Public Liability Insurance – MUST be sent to the Show Society Secretary, when your committee is accepting to hold a dance at Marburg. It needs to be received before you hold your dance or on the night of your dance.
- M.C. Mr. …………………………………………….. is our appointed M.C. If for some reason he is unable to attend, he arranges his own substitute. There is no need to contact him.

URNS:
- Two urns need to be filled with cold water. These are usually turned on by the MC. for the night by 8.00 p.m., but check to be sure that they are on by then.

ADMISION PRICES:
- Adults - $13.00
- High School Students (18 years and under) - $6.00
- Children under 12 years – free.
- MONEY is not taken at the door after supper has finished and dancing has recommenced.

ADVERTISING:
- The advertising for the dance is put into the Gatton Star by the Show Society.
- You are welcome to do any other advertising you wish such as in the FREE Q.T. – “Community Life” & “10 Things to do on the Week-end” or a write up in your own newsletter etc.

SOFTDRINKS:
- Mr. Gaven Anderson has been appointed by the Show Society to attend to the re-stocking of the drinks refrigerator. The drinks will be counted in the week following the Dance and the account sent to you soon after that.
- Please remember to leave the name and address for the drinks account to be sent to, on the soft-drink refrigerator shelf at the end of the night. A receipt will be sent one payment has been received.

SOFTDRINK STALL: (NO CHILDREN UNDER 12 are permitted to help for insurance purposes.)
• 1 OR 2 ADULTS or Children over 12 years old - needed in the soft-drink stall.
• Money draw permanently at drink stall.
• Prices for Popper Juices - $1.00.
• Soft-drinks - $2.00.
• CHIPS ARE NOT TO BE SOLD IN HALL.
• NO CIGARETTES OR MATCHES SOLD IN HALL.

FIRST AID KIT:
• Room opposite soft-drink stall or ask MC for assistance.

EXPENSES:
• The money for the band is given to the M.C. usually following Supper when the ticket box has been closed.
• M.C. will ask Band for Tax Invoice with their A.B.N. or Hobbyists declaration form for your Treasurer.
• Hall rental and cleaning is $200.00 (GST included) is given to M.C. on night. Receipt will be given after night.

REQUIREMENTS:
• 1 roll of ‘Admit One’ tickets (available at most newsagents).
• 1 ice cream container to hold used tickets.
• Optional - 100 pass outs to be used on the two doors. (Can be made from cardboard 4cm X 8cm- stamped or written with your organisations name. Have someone giving out and receiving Pass outs at both doors to stop multiples being taken.
• YOU MUST KEEP THE DOORS MANNED and keep taking the ADMISSION MONEY until after supper is finished to stop the Public entering free and having supper.

RAFFLE:
• If you are having a raffle (most do) the tickets are sold just behind the ticket box, using the Show Society’s small – white table with money drawer in it.
• The Committee would appreciate if your Raffle is held on the night of the dance, with tickets only being sold at the Dance.
• The raffle is drawn at the end of supper time and before the dance re-commences, so have your ticket butts ready for drawing in a plastic bucket up at the stage.
• $1.00 per ticket is the usual and more economical for your organisation as well.
• MEAT is NOT a recommended idea for a raffle prize because of the temperature factor and the winner’s health. If you do have Meat Tray, please leave in the kitchen refrigerator and write up a sign for the raffle table mentioning a meat tray.
• Two prizes of similar value would be quite acceptable.
• The winner gets to pick their prize.

LUCKY SPOTS:
• Four Prizes (2 Lady’s and 2 Gent’s) for 2 lucky spots events during the night area a good idea that most do have. It is suggested that the cost of the “Lucky Spot” prizes need only be a bit less than the cost of the Adult Door Charge of $13.00.

PREPARATION AND HANDLING OF FOOD:
• RUBBER GLOVES are to be worn by all Committee Members and Helpers when preparing and handling the dance supper food. (This is an Ipswich City Council rule.) Your Committee needs to have its own supply of gloves.

SUPPER REQUIREMENTS:
• 700G Café Loaves of bread can at present be ordered through Marburg News & General Store (PH: 5464 4190).
• The order should be placed no later than Monday or Tuesday the week of your dance.
• Your order and the account for same will be delivered to the Hall Kitchen on the Dance evening by the store owner, who will leave the meat, cheese etc. in the kitchen refrigerator and bread on the kitchen bench with your account. Please arrange with the store regarding payment of the order.
• In Winter – make sure the butter is out of the refrigerator when you arrive at 6.30p.m.
• WHEN STARTING TO PREPARE SUPPER – get your number of attendees from the ticket office and work on 8 people per loaf of 700 g bread (plus one if there are lots of children) as to how many loaves to butter, when doing the dance supper.
• Check again just before you finish making supper, in case there is a greater increase of attendees.
• THE FOLLOWING is the Show Society’s order, included only as a guide to go on and is only for single, not doubled up fillings.
• Sample of our usual order as a guide:
  Sandwiches and fillings: (QUANTITIES ARE FOR SINGLE FILLINGS ONLY)
  ❖ 10 White and 10 Wholemeal loaves of 700g café sized bread (should be enough for 160 people)
  ❖ At least 6 X 150g Extra Soft Dairy soft (butter) NOT margarine. If spread thickly or needed on pikelets than another 500g may be required.
  ❖ 2kg. of sliced silverside
  ❖ 1 kg. of sliced ham.
  ❖ 1 bottle pickles to put on silverside sandwiches.
  ❖ ½ kg. or (40 slices) sliced cheese.
  ❖ 2 doz. Eggs (boiled and mashed with curry powder), salt, pepper and coleslaw dressing or mayonnaise. Please don’t have crumbly egg that falls out on to clothes. Lettuce is optional with egg filling.
  ❖ 2kg tomatoes and salt.
  Extra items:
  ❖ 1 X 2kg. of white sugar.
  ❖ 2 packets of King Tea.
  ❖ 3 litres of milk.
  ❖ Drinking straws.
  ❖ Washing up detergent.
  ❖ Food handling gloves.
  ❖ 2 – 3 large cutting knives for cutting up the sandwiches and cakes.
  ❖ 8 Knives for buttering bread.
  ❖ Good Knife to slice tomatoes.
  ❖ Cutting Boards are already in the Kitchen.
  ❖ 10 – 12 Tea towels.
  ❖ 2 Washing-up Cloths.
  ❖ Dish-washing liquid.
  ❖ **Use the supplied roll of white paper in the kitchen** to put on the long bench and one piece on each bench at the two ends of the sinks for making the sandwiches on, but cut up sandwiches on boards, NOT on the benches.

Cakes:
- 10 single or double iced sponges or butter cakes or fruit cakes.
- 10 dozen small cakes, slices, pikelets or slices of large cakes to put around the sponges usually is enough to fill up approximately 10 round cake trays.
- Shop cakes are acceptable these days even though we all know that homemade taste better.

**IT IS ADVISABLE TO START SUPPER PREPARATION ONLY AT 8.30 P.M.**

- 8 Ladies/Gents or more are needed for this and some helpers can come at that time only for this and go after supper has finished if that suits your committee.
- The rectangular trays are used for the sandwiches and the round trays and very small trays are used for the mixed cakes, scones, pikelets. It is necessary to have enough cakes to fill 10 round trays (e.g. 200 hundred people), depending on the size of the crowd and how many children there are.
- Check the number of people with your person in the ticket box at 8.30p.m. and again at 9.15 a.m. to know the number of Patrons.
- **NO CHILDREN UNDER 12** are permitted to work in the kitchen for insurance purposes.
- 2 people usually cut up and arrange the cakes while the rest start making the sandwiches.
- The sandwiches are better put in mixed piles of 3 before cutting twice diagonally across to save handling while still getting a good assortment of fillings on each tray.
- If supper is ready early, cover the sandwiches with clean tea towels as they tend to dry out.
- Have the overhead fans turned off until washing-up time as it dries out the supper.
- **SUPPER MUST BE READY BY 9.45P.M.**

**WORKERS SUPPER:**
- Keep a tray of sandwiches and cakes for your workers, who will enjoy a bite to eat after they have served the public.
- Don’t forget about your workers on the drink stall or at the admission door.

**BANDS SUPPER:**
- Prepare one medium rectangular plastic tray ½ filled with sandwiches and the other ½ with cakes on it for the Band member’s supper.

**POTS OF TEA: - OUR COMMITTEE MEN MAKE THE TEA.**
- Please ensure that the bench nearest the urns is clear of all trays etc. by 9.45p.m. as this area is required for the 12 teapots when the tea is being made.
- The cups of wooden boxes are taken out on the two trolleys first and then the cups in the large plastic bin on wheels.
- The trolleys with the large tubs put up on top can be left out in the hall for Patrons to put their dirty cups in.
- After cups, have been distributed, the men take the 12 teapots around while all other helpers take the sandwiches around.
- **YOU MUST HAVE AT LEAST 6 to 8 (no less) MEN TO CARRY TEAPOTS.** It is best if the ladies do not carry the heavy teapots and only adults can carry teapots.
- **TEAPOTS MUST ONLY BE TAKEN ALONG THE FRONT ROW OF SEATS** with the Patrons coming forward to have their cups filled to prevent a teapot of hot tea being bumped and pouring over a sitting person.

**DELIVERING SUPPER TO PATRONS:**
- Please remember that there are people in the back rows as well as the front.
• Try to organise your helpers so that each person goes to a different point in the hall with the eats. In this way, one section of the hall does not have to wait for any great length of time for their supper.
• Only when all the sandwiches have been distributed, then take out the trays of cake.

RAFFLE IS DRAWN – end of supper:
• Your raffle needs to be ready to be drawn, before dancing starts.
• M.C. will help with the drawing of the raffle.

AFTER RAFFLE IS DRAWN:
• Men will bring in dirty cups in the tubs, for washing up.
• Cups are stacked back in the wooden boxes and are left on top of the trolley with the round tubs washed and left upside down on the bottom shelf of the trolleys.
• THE TRAYS ARE WASHED, WIPE AND PUT SCATTERED, UPSIDE-DOWN ON THE SHELVES WHERE THEY CAME FROM TO LET THE AIR CIRCULATE BETWEEN THEM.
• THE TEAPOTS ARE EMPTIED, WASHED WITH DETERGENT AND RINSED WITH HOT WATER AND WIPE BEFORE BEING PLACED UPSIDE DOWN ON THE SHELF, CUPBOARD AND TABLE NEAR THE URNS.
• ALL BENCHES ARE TO BE WIPE CLEAN BEFORE LEAVING THE KITCHEN.
• NO sweeping required as the cleaners do that job.

DANCE WORKERS AND PATRONS:
• Are welcome to bring rugs and pillows etc. to allow children to sleep in the attached dining hall.
• NO RUNNING AND KEEP SHOES ON IN THE DINING HALL. (REASON – INSURANCE – SPLINTERS ETC.)

AT LEASE 3 PEOPLE MUST STAY UNTIL 12.00A.M. AS YOUR COMMITTEE IS RESPONSIBLE FOR THE FOLLOWING:
• Use bins around the hall to collect all drink cans, straws etc. that are on the floor around and under the seats throughout the hall.
• Leave bins outside soft drink counter.
• All cups still around the hall and at the basins (half-way down the hall in the alcove) are to be picked up and are to be washed, wiped and put away.
• Help to turn off fans, close windows securely, turn off al lights and checking that someone is locking the hall when the band leaves.
• Check for left-over items in the Kitchen Refrigerator and if you have a hall key, remember to return it to the arranged person.

APPLYING FOR AND ACCEPTING A DANCE ALLOCATION:
• It is advisable to have all applications for a Dance in by September each year for the following year.
• Every organisation holding a Marburg Dance MUST HAVE Public Liability Insurance coverage of their own and MUST supply a copy as soon as they confirm their acceptance of Dance Allocation (BEFORE THEIR DANCE NIGHT.)
• Some organisations apply for the next dance when writing a letter of “Thanks” for the one they have just had which is quite acceptable with our Association.

SUGGESTED MONEY REQUIRED FOR A DANCE:

| Door Change: | Drink Stall change: |
$20.00  $100.00  $10.00  $40.00
$10.00  $100.00  $5.00  $15.00
$5.00  $30.00  $1.00  $20.00
$2.00  $20.00
$1.00  $10.00
Total -  $260.00  Total - $55.00

The Marburg Show Society Dance committee wishes your organisation a very successful dance and would happy for you to hold another dance in the future.