

An initial list of tasks for committees. The complete packet was given to all committee chairs so they could see the big picture.

1990 Midwest Morris Ale

### Site Committee

Check on poison ivy at campsite. Coordinate with Communication Committee on ID key for map of campsite.

Arrange for first aid kits and list of folks with medical expertise.

Arrange for spare amenities (extra sleeping bags, blankets, clocks, toilet paper, paper towels, tampons, etc.).

Create list of emergency numbers for use at site.

Specify a location for a "person in charge" at site - schedule folks to work 1-2 hour shifts anytime we are in camp.

Check into garbage disposal system and whether we need to get bags.

Establish a lost and found box and location.

Arrange for shower curtains for group shower.

Arrange for making of and posting of signs to identify way to camp and way around camp. Make sure they are large, numerous, and legible (black on white is best).

Coordinate with Communications Committee on location of tenting sites, mass dance location, contra location (also coordinate with Social Committee), and workshop locations (also coordinate with Workshop Committee).

Arrange location for parking (talk to Beth H.) and coordinate with Registration Committee.

Coordinate clean-up for Monday.

### Social Committee

Decide what equipment from Girl Scouts is desired.

Select mass songs and decide how to organize this activity. Copies of mass songs needed by May 1 for final mailing. Extra copies at site.

Coordinate with Registration Committee on how to survey teams for contra callers and musicians.

Arrange for sound system and band for contra dance (Beth H. has local contacts). Choose someone to emcee the dance and other activities (Ted Hodapp has offered to coordinate callers).

Plan how to coordinate skits and make sure they don't get too long.

Decide on format for evening activities. Contra and skits on same night? Different nights? When to have mass songs? Special dinner on what night? (Coordinate with Food Committee on this).

## Tour Committee

Set tours by 3rd week in March. Get info. to Publicity Committee.

Arrange for signs to identify tour buses.

Check with state highway department on road construction that weekend. Coordinate with Communications and Registration Committees on roads into Twin Cities, too.

Decide on assignment of teams for tours both days. Arrange to match partial teams together.

Coordinate with Food Committee on water, snacks, similar needs, and also on timing of dinner. Assign someone to call back from the last tour site as we leave for camp. The last tour site MUST have a telephone handy.

Pub stops are important. Be sure to talk to owners/managers to get O.K. Also get O.K.'s from all tour stop locations.

Play around with the form for each day - whether different (like maybe lower key on Sunday) or basically the same style. Decide on use of buses for both days or not and let Beth H. know by March 1. (I'm pretty sure we can afford to do buses both days, but we need to know for sure to set the fees).

Check tour locations for any festivals, other activities that might be going on and coordinate with Publicity Committee.

Figure out Saturday lunch - incamp or not? Coordinate with Food Committee on this.

Drive tour routes to check timing.

Decide on number of tour groups (4 is suggested).

Select group leaders - a tour squire to organize the dancing, and a shepherd to get folks on and off the bus and get the bus to the correct place.

Decide on mass dance locations and timing within touring schedule.

Get maps/directions made for tour shepherds.

## Publicity

Coordinate production of an informational brochure to hand out to audience members and have ready by Ale weekend.

Press releases and photos to local papers, TV, radio, magazines. Determine when to send what. Check small towns where tours will go for local papers - more likely to give coverage.

Check into Morning Show and Java Jive possibilities.

Arrange for posters to be distributed around towns where tours will go about 2 weeks in advance. Maybe also a 1 week follow-up. Think about further in advance, too.

Don't forget the American Morris Newsletter and the Country Dance and Song Society.

Get background information on Morris dancing and tour schedule to the Girl Scouts before April 1.



## Food Committee

Chose caterer/chef by March 1. Two possibilities: Linda Phelps (a folkdancer) - 331-8852; Brad Ptacek (recommended by Karen Smudski) - 871-8488 (h), 375-0668 (w).

Set menus by April 1. Work with chef on this.

Design all meals to have a vegetarian/non-vegetarian option of same dish (and perhaps with all dairy products on the side). Beth H. has lists of menus from other years.

Set time-line for all food preparation and number of folks needed. Time meals so they are ready when tour buses arrive back (coordinate with Tour Committee on this).

Decide how to staff for food preparation, set-out, and clean-up. Possibilities: Morris "groupies," work scholarships (coordinate with Beth H. and Registration Committee on this).

Coordinate with Alcohol Committee and Social Committee on needs for a special dinner and when.

Coordinate with Tour Committee on Saturday and Sunday lunches (in camp vs. on the road). Also coordinate with them on water, snack needs.

Arrange for non-meal refreshments (coffee, tea, hot chocolate, pop, vegies, fruit, whatever).

Decide on set-up in dining hall for meals (food setting-out, buffet line, table arrangement, etc.).

Arrange system/helpers for purchasing food and transportation to camp. Also purchase cups, paper plates, utensils, napkins, etc.

## Workshops and Mass Dances Committee

Decide on mass dances. Get list to Communications Committee by March 1. Don't include detailed information on the dances, but include a phone number for someone to contact for information on styling.

Assign a coordinator musician to choose keys (by March 1 to also go to Communications Committee), set tempos, count off, and generally organize musicians for mass dances.

Choose someone to coordinate mass dances - run the show, announce.

Arrange schedule for mass dancing and show dancing at site Saturday morning. It has been suggested that we try to make sure that all teams show a dance at this time.

Arrange for a teaching session of mass dances for Friday night.

Arrange to survey dancers for workshop ideas, leaders. Talk to Beth H. about ideas that have already been suggested. Any survey form needs to be to the Communications Committee by March 1.

Coordinate with Site Committee on spaces needed for workshops.

Coordinate with Communications Committee on way to post workshop topics and locations at camp site.

Organize mass dance schedule for tours. Schedule for who dances when and what mass dances are done.



### Communications Committee

Coordinate with Beth H. on letter to go with March 1 registration mailing.

Coordinate with Beth H. on letter to go with confirmation/final details mailing.

Produce a large weekend schedule for posting at camp site (maybe a few). Decide whether to provide individual copies of the schedule.

Arrange production of map of campsite (coordinate with Site Committee on poison ivy key). Get to Registration Committee for inclusion in packets.

Decide on contact phone numbers. Both for the months prior to the Ale and for calling on the way to the Ale.

Set any weekend rules and post at camp site.

Set an on-site communications system (bulletin board, general location for finding information, place to find someone in charge - work with Site Committee on this).

### Registration Committee

Registration form needed by March 1. Beth H. has samples from past years. Consider whether to include working scholarships (coordinate with Beth H. and Food Committee on this).

Decisions on cabin space - which to be used, how many needed, ones reserved for other things, ones for families with kids, quiet areas.

Coordinate on-site registrars and system. Suggest using the method of xeroxing the filled-in registration forms and making a package for each team with t-shirts, camp site maps, buttons, etc.

Get "where to park" information from Site Committee - also details on locations of dining lodge, cabins, tenting areas, etc., to be ready to provide to arrivals at camp site.

Acknowledgements/maps/directions (coordinate with Tour Committee on future road construction for the weekend)/final details to be sent May 1 or as soon thereafter as possible.

*System for dealing with walk-ins and folks not on the list.*

### Field Guide to Morris Dancers Committee

Informational sheet for teams ready by March 1 to be sent with registration mailing.

Coordinate all production details of Field Guide so that it is ready by the Ale. Coordinate with Registration Committee to have it included in the packet of registration materials.