

by next week

Permission letters! - especially Capitol, State St., & University

DEPOSIT CHECKS

✓ Busses ordered and contract in our grubby paws Mark

✓ Publicity & press releases, esp. for Vilas Park Judy & Don

SON ✓ Final contract with Bethel, liability insurance, damage, etc. (also, can we negotiate flat rate for all tenters?) Norma & Mike

✓ Decide how many show dances per team, when, and where Tours (Mark?)

✓ Settle on Oak Apple show dances, and learn them pronto! Everyone?

✓ Finalize menu and amounts of food needed, contact BH cook (also, resolve question of Sat. lunch and/or snacks) Patricia &?

✓ Rent porta-potties and plan shower rigging for campsites

✓ Settle workshop leaders, times, & lengths of workshops Frances &?

✓ Discuss relative need for security for campsite while gone (note - we are near Gov. Dodge enough to have vandals) Everyone

Create a housing/campsite/bed chart for assigning registrees Mike & Norma?

✓ Construct detailed and accurate map & directions to Bethel

✓ Contact delinquent or distant OAM's (e.g. John S., Tammy, Rachel)

Awards night festivities, rituals, and goofy stuff

✓ Settle who will be tour guides, and how do we recompense? L

✓ Settle optional tours Linda, Greg, Lynn...

✓ Construct or select Morris info pamphlet to help with busking

✓ Begin Sending confirmation letter with: Cynthia

✓ Bethel directions and map !!!!
✓ Summaries of people, costs, and accommodations applied for (and suggested revisions if problems)
✓ Child care update (when it will be available, and how many kids expected from this team)

- Reminders:
- ✓ cost is per person, not per tent (sorry!!)
 - ✓ bring money for lunch goodies on Sat.
 - ✓ plan on squires/musician's meeting (Saturday am)
 - ✓ if you haven't indicated travel plans, we assume you are on your own in getting to BH
 - ✓ wear hats at the airport so that we can recognize you as Morris folk
 - ✓ we'll be driving to Sun. performance, but will have enough cars for plane arrivers (True???)
 - ✓ we will ask at registration for volunteer medical experts for each bus, for emergencies (OK?)
 - ✓ no pets, glass containers, driving while influence, walruses, anything else?
 - ✓ bring team address lists for your souvenir booklet (no baby pictures please)
 - ✓ childcare will cost a nominal sum; we'll tell you at registration

Worries for Very Soon!!!

Who's in Charge By When?

✓ Schedule mass and show dances, with orders of teams Mark

✓ Decide who tours with whom and on what bus Mark

NOMINATIONS: ROAD:
O Wicha
Destructo (BJ)
3 Huskies
Walter & Flash
Massed QAD?

- 1) who wants to?
- 2)

John, Kevin, Gini, Hilary
Carolyn
Mineral Point
Ridgeway

BALN
FALN
BUNK

✓ Order T-Shirts - and how many extra do we want?

Kathy & ...

✓ Settle nearby hospital routes, procedures, hours, policies...

✓ Begin making extra and registration buttons

Rachel

✓ Enter and compile ongoing registration info (how late is too late for receiving payment???)

Pete & Cynthia

✓ Finalize child care arrangements and time

Martha

~~Determine hours at contra hall, and do we want a band?~~

✓ Decide per item costs, to charge part-time attendees accordingly

John S.

✓ Complete and distribute Brian's wonderful posters

Rebecca, Brian, Publicity

✓ Copy/Construct map of downtown with recommended stops (also detailed maps & directions to other Sat/Sun tour stops)

Lynn

✓ Map to Folklore Village from Bethel

Decide about: do we need BH bus (Sunday, swimming?)

damage deposit with Bethel

~~Governor Dodge policy on unauthorized swimming~~

emergency procedures at Bethel (fire extingu., alarm bell, first aid locations) SUN

who is responsible for dishwashing, or do we use paper?

Collect necessary materials such as:

first aid kits (ace bds, cold packs, ice, other)

FRANCES

carts and water jugs for tour guides (also whistle??)

beer kegs, paper plates & utensils

~~food? (or does BH do this?)~~

extra Wisconsin maps

LYNN & JOHN

handy toiletries (bug juice, tampons, alarm clocks, extra blankets, rain gear, towels, utensils...)

lots of trash bags!

poster board, markers, paint, tape, scissors...

insect fogger for campsite??

Make signs for site: room numbers, bus numbers, directions to campsite, PARKING locations,
BIG SIGN FOR TURNOFF TO BETHEL

Arrange airport and OAM shuttles

Decide on detailed clean-up plan, to make delegating responsibilities easier Monday
(e.g. sheets with schedules and duties)

Ditto for food service plan - especially plan to make traffic easiest, and perhaps using non-dancers to serve

Organize "history Wall" and location

Bethel 1/24/88

3 white sheets

masking tape

thumbtacks

index cards

magic markers

Settle address list compilation procedures

Worries likely to show up at the last minute

Things to hand out to arriving teams:

final schedule (with workshops, mass dances, and all locations)

site map (with showers, toilets, registration, responsible OAM's marked)

maps to other tour sites

complete show dance schedule, with teams in order
emergency information and procedures, also safety rules (no smoking...)
lists of teams and identifying characteristics, expected attendance...

Registration:

- ✓ keep a copy of all confirmation letters
- ✓ keep paper trail of all computerized information
- ✓ readjust any fee problems
- ✓ solicit medical volunteers
- give strict instructions about parking
- solicit volunteer help for specific tasks
- have button machine handy for last minute additions
- location of lost and found CYNTHIA

Decide about:

- phone call policy (for BH) Basically, NO. In emergencies, find an OA.
- baby guard for stairs
- where are electrical outlets, fuse box, extension cords (esp in contra hall)
- where are the coffee pots

REMOVE or replace
extra phones.

We are told we will need;

- at least 5 people full time on the Thursday before the Ale
- at least 10 people full time on Friday of the Ale

Quote: Hosting an Ale is like giving a party, not going to one, and you may not relax for the whole time!

Thurs

Fri

Lynna
Ari
Judy
Cynthia
Don