

Round Dance Programming Guidelines for a National Convention/Festival

These guidelines will help the RD Chair of the Convention set up a program that will be enjoyed by Dancers and Leaders.

- Make sure you register early enough and submit your information within the timeline given. ie) sending your profile/cued versions for showcase etc.
- When you first get to the festival/convention, if you do not already know the person who is responsible for the program, make sure you seek them out and introduce yourself.
- If you or your partner is a caller and is scheduled for one of the SD halls, make sure you have 10 to 15 minutes minimum between halls. You may need some time to get from one hall to the other and if one hall is running late or early you could be in trouble on the schedule time. The programmer may miss this when they are reviewing the schedule especially if there are different last names.
- If you are on the Program for a convention – pay very close attention to your time. Help the person programming the convention dance/dances keep things on track.
 - (a) If you have 2 minutes left on your time slot, do not start a new dance, instead start to introduce the next cuer on the program.
 - (b) If you are on the program to start at 7:30 be ready with your computer up and running by 7:20, don't use your first 5 minutes getting set up.
 - (c) If the program has gotten off time and you have a Cues Choice or By Request dance on the schedule, try dropping it or one of your scheduled dances to get the program back on track.
- Cue/Teach at your level. If you are only cueing or teaching Phase II, then that should be the level you cue / teach request.
- Don't expect the programmer to tell you what you will be teaching, as they may not know your level of experience. If you put in to teach 2 dances, please send more than 4 teaches that you would like to teach as that gives the programmer the ability to set a balanced program.
- When asked for a list of dances you would be willing to cue for the evening programs, send more than 8 or 10 dances as your dances may be the same ones as other cuers submit.