

ACF GET TOGETHER GUIDELINES

BMH 016
Edition October 2008

PURPOSE

This function should be held at the National Convention and is aimed at providing a time for callers to get together for social and professional interaction. The function also provides the opportunity for ineligible callers to call at a National Convention without actually being programmed. The ACF Coordinator for the Host State should forward a request to the National Convention Committee for a venue and preferred time for this function prior to appointing a Function Manager.

FUNCTION MANAGER

The ACF Board should appoint a Function Manager for the function at least two Conventions prior to the function. Where possible the Function Manager should be from the home State in which the National Convention is to be hosted. The Function Manager should be experienced enough to be able to organize a calling program, as well as seminar sessions, catering etc.

When appointing the Function Manager, a general guideline would be a caller who has attended at least three of the preceding five National Conventions. The appointed Function Manager should be given the "Guidelines" for reference. The ACF Board should provide the Function Manager with a budget for the function. The budget should take into consideration the cost of a venue (if required), catering and incidental costs.

Where possible, the Function Manager should try to minimize the cost of the function by inviting local clubs or association to provide the catering.

The Function Manager should liaise with the Convention Committee as soon as possible after being appointed to confirm a time and venue for the function. Once confirmed this should be relayed to each caller Association.

VENUE

The venue should be as close to the National Convention venue as possible. The venue should be large enough to have a sit down meal and include an area where one to two squares of dancers can dance without the need to move tables etc. The dance area does not have to be a wooden floor; carpet, tiles or other surfaces can be used providing the surface is safe for dancing. The venue should be capable of maintaining a comfortable temperature for all attendees. Ensure the venue address is communicated to everyone so that there is no confusion.

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INVITEES

The function should be open to all callers / club managers and their partners, however, non-ACF members should be charged a fee at least equal to the cost of the catering. This fee must be collected prior to the function. The Function Manager should do the setting of this fee; however, he/she can seek advice from the Board if they wish.

The host National Convention Committee & the next National Convention Committee should also be invited to nominate a representative & partner to attend. A letter of invitation should be sent to the Secretary of each of these Committees.

The Function Manager should initiate invitations to attend the function via advertising in Callerlink for at least two editions prior to the RSVP date.

The Function Manager should also send an invitation to the Secretary of each of the State Callers bodies. The invitation should request each association to nominate ineligible callers to call at the function.

Programming should be designed to highlight callers who are ineligible to call on the official program of the National Convention. Preference should be given, but not restricted to, callers who have been nominated by their State Associations. However, callers should be running clubs and aiming towards calling at future Nationals. Where ineligible callers are programmed at any of the sessions of the National Convention, preference at the ACF "Callers Get Together" should be given to callers who are not programmed.

CATERING

The type of food offered will depend on the time the function starts and finishes. Below are some catering suggestions. These are guides only.

Breakfast Functions (commencing at or before 9-30am)

Coffee/Tea on arrival

Offer a variety of cereals, breads and condiments, bacon, eggs, sausages etc.

Brunch Functions (commencing after 9-30am)

Coffee/Tea on arrival

Offer hot and cold finger foods, sandwiches, cakes, slices or fruit platters and coffee/tea;

Or

Hot sit down buffet style meal with coffee/ tea and fruit.

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BUDGET

The Function Manager should co-ordinate with the National Convention Committee for the timing of the function and whether an appropriate venue is available within the Convention complex. If not, the Function Manager, in cooperation with the National Convention Committee, should find a suitable venue. The Function Manager should then establish a cost for the function (including meal, venue and incidentals such as a professional presenter) and forward in writing a proposal through the ACF Secretary to the Board for approval. Approval can be sought via e-mail or “snail mail”. The budget is deemed to be approved if more than 50% of the Board agrees.

MC'S

The Function Manager is the facilitator of this function and as such does not necessarily need to be the “front man” on the day. The Function Manager should invite an MC for the function. The MC should be a senior, experienced caller from within the State. The caller should be a member of the ACF, although there is no necessity for the caller to be a Board Member, if a Board Member is available and has the qualities required, they may be offered the position. If someone suitable from within the State is not available, then someone from another State may be invited to MC the function.

PROGRAM

The program should include time for the following:

New callers – these should be callers who are ineligible to be programmed on the National program, but who are potentially going to be programmed in the near future. Preference should be given to callers who are running a club. Where time permits, callers who in the view of the Coordinator may benefit from calling at the function, may be given the opportunity to call and be critiqued.

Critiques: - Three Board Members (preferably from different states) are to be asked (prior to the function) to form a panel to provide constructive critiques. The panel should meet with each caller, in turn (after all the callers have called and the seminar is concluded), discuss the assessment and suggest any improvements. A standard critique form is to be supplied to each panel member for each caller to be assessed. (See appendix i)

Seminars of interest to callers - these seminars should be aimed at callers who are of all experience levels;

Any special item such as recognition awards etc -.These would need to be conveyed to the Function Manager prior to the function.

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TIME

The timing of the function needs to be coordinated with the National Convention Committee, however, the preference would be 10-00am on the morning following the closing ceremony. The function should run for approximately 2 ½ hours.

SOUND

It is the responsibility of the Function Manager to arrange appropriate sound. This should consist of:

Variable speed turntable – ideally a Hilton or equivalent would be preferable; however, another suitable turntable / amplifier may be used. If a Hilton or equivalent is not used, the equipment used should have the facility to adjust music and voice volume independently. It should also have tone controls on both.

Microphones – there should be at least two microphones available. If possible, one should be a cordless microphone.

Speakers – one or two speakers should be adequate to provide clear sound to all parts of the venue.

Updated 9th June 2006 by Howard Cockburn