

DRAFT

**Application to Host
DDCA Category Championships
December 11, 2010**

DDCA Board responsibilities:

Director of event (will coordinate with coach of hosting school)
Registration/Team Information
Billing/Payments/Contracts
Gate
Sound System
Memorabilia/Vendors
Judging/ Awards
Staffing Event Personnel (non-security related)
Set-up/Clean Up

Hosting School Responsibilities:

Security
Working with custodial staff for set up/day of event/clean up needs
Securing Facilities
Room assignment
Set-up/Clean Up
Signs
Hosting a gift table (if so desired – items provided by & purchased by hosting team)
Hosting a concession stand (if so desired - items provided by & purchased by hosting team)

***The hosting team will receive a portion of the gate sales. ***

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School: \_\_\_\_\_ Coach: \_\_\_\_\_

Coach's Email: \_\_\_\_\_

Coach's Phone: \_\_\_\_\_

Who will be responsible for overseeing the hosting school responsibilities?  
\_\_\_\_\_

Is this person available to attend the Event Director's meeting held during the DDCA Spring Membership meeting?    Yes            No

Has this person managed a dance team competition before?      Yes      No

Has your school hosted a competition before?      Yes      No  
When? \_\_\_\_\_

What is the seating capacity of your gym? \_\_\_\_\_

Is there enough seating to run a festival format event?      Yes      No

What will be the cost of your facilities including custodial staff? \_\_\_\_\_

Have you verified that your facility is available for the evening of December 10, 2010 for set up & the entire day of the event (December 11, 2010)?      Yes      No

Do you have parent support to run security and necessary duties?      Yes      No

What are your expectations for this fundraiser?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Through what means will you be fundraising during the event?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you plan to host a gift table?      Yes      No

Do you plan to host a concessions stand?      Yes      No