

## **SCHEDULING & VENUES COODINATOR**

### **Role Description and duties**

#### **ROLE**

- \*\* to book venues for classes, social events and Line Dance Board meetings
- \*\* prepare class schedules and Line Dance Board meeting schedules

#### **PROCESS**

##### **Preparation of Class Schedules and booking of venues**

- \*\* prior to the end of April each year prepare a schedule of proposed classes from September through June of the following year, taking into account any Statutory Holidays, any Line Dance Conventions\* (Las Vegas or Chicago etc) any Public or Separate School Holidays (only if booking rooms at TRICO)
- \*\* \*check with Instructors to see if any of them are planning to attend any conventions and if rescheduling of classes is required or if substitute instructors are needed
- \*\* Provide copies of the proposed class schedules to Line Dance Board and instructors for approval
- \*\* Submit requests for room bookings to each venue on the appropriate venue/room booking form prior to the end of April
- \*\* Upon receipt of contracts/permits from the venues, review for accuracy and forward to Line Dance Coordinator for signing. In the event the Coordinator is not available, the Treasurer or Secretary also have signing authority. Signed copies of the contracts/permits are to be returned to the venues by the end of June, unless other provisions have been made.
- \*\* Fully signed copies of the contracts/permits will be provided by the venues. Upon receipt of a signed contract/permit, ensure that copies are sent to the following:
  - Room Booking Coordinator (FLC) at [roombookings@flcseniors.ca](mailto:roombookings@flcseniors.ca)
  - Line Dance Board Treasurer and Coordinator for their files
  - Copy kept for scheduling/venues file

**NOTE:** any changes or cancellations **MUST** be provided to the respective venue no later than 2 weeks prior to the first class in any session

#### **VENUE CONTACTS INFORMATION (As of June 2023)**

Lake Bonavista Community Association  
Facility Administrator  
403-271-7107 (ext 225)

Willow Ridge Community Centre  
Office Administrator  
403-271-8044

Room Bookings (FLC)  
Violet Smith  
[roombookings@flcseniors.ca](mailto:roombookings@flcseniors.ca)

## **PUBLICATION OF CLASS SCHEDULES**

prior to the end of each session (Fall, Winter, Spring) confirm that there are no changes to the Proposed Class Schedules (prepared as per above). This is usually done at the last meeting of each session (class schedule, when registration opens/closes etc). Check with the Registrar as to the timing for this.

prepare the session class schedule to be published on the activity web site. Provide copies to the Registrar, Web Site Administrator, board members, instructors and substitutes.

## **SCHEDULING OF SPECIAL EVENTS**

upon notification from the Board or the Social Coordinator determine whether or not a previous venue will be used, or if a new venue is required. If this is new request, get any special requirement that may be needed (sound system, availability of tables and chairs etc)

If a previous venue is to be used, use the contact from the last event held there and request information pertaining to hall rental etc and the availability of dates. (If using a new venue is being used, make arrangements to go out a view the facility with either the event planner or one of the instructors if they are available.) Once this is received send information to the Treasurer, the Coordinator and the party that requested the Event for approval as to costs and dates.

\*\*\* Once approval has been received, contact the venue and request a contract for the event. When this is received, review for accuracy then send copy to Coordinator for signing and return to the venue. Ensure that the Treasurer is aware of when deposits and final monies are due. Advise the individual planning the event that the venue has been booked and they can take it from there.

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## **BOOKING LINE DANCE BOARD MEETINGS)**

At the last meeting of the year (usually in May or June), tentative dates for Line Dance Board Meetings will be proposed. Ensure that these dates are booked at the appropriate venue and that a schedule is sent out to the Board Members. Usually 5 'set in stone' dates with Ad Hoc meetings being held either via Zoom or at an available Calgary Public Library meeting room.