



2015 CHICAGO DANCESPORT CHALLENGE VOLUNTEER GUIDELINES

Please accept our appreciation for your time and commitment to the success of our Chicagoland Chapter's competition on Friday to Sunday, October 30 – November 1, 2015. Here are a few points for you to be aware of and/or to implement during the weekend from Tim Place, organizing chair. Contact Tim at 773-895-4602 or ltpdetroit50@yahoo.com . We suggest you print these for your reference.

1. Arrive at your position at least 15 minutes before the time listed on the Volunteer Sheet at the start of the morning, afternoon, and the evening sessions. If you are going to be late or have an emergency, please call Tim at 773-895-4602 to inform him of your need for a replacement.
2. During the daytime sessions from 7:30 a.m. to 5 p.m., the dress will be dressy casual wearing any combination of red, white, and blue in keeping with our USA flag theme. e.g..for Men: blue trousers, white shirt, red tie; and Women: blue slacks or skirt, white or red blouse, or red, white, or blue jewelry; or any combination of the above.
3. During the evening sessions from 6 p.m. to 12 a.m., the dress will be semi-formal to black tie depending on your preferences, again wearing any combination of red, white, and blue. e.g.: Men: blue suit with white shirt and red tie; Women: red, white, or blue dress, with red, white or blue jewelry or accessory. Note this is Halloween, so tasteful costumes are encouraged!
4. All volunteers working during a daytime or evening session will receive free admission to that session only. If you work a total of six hours, your admission to the entire competition is complimentary. Door managers will have a volunteer list to verify your service.
5. There will be a Volunteer's meeting prior to the competition on Saturday, October 17 at 7:00 p.m. before the social dance at the Center at North Park in Franklin Park. All Volunteers should attend.
6. We have reserved a block of rooms for our volunteers who would like to stay at the hotel at a \$96 reduced rate for Friday and Saturday nights. The cut off date for this discounted rate is October 21, 2015. Free parking will be provided at the hotel during your volunteer day. Contact Tim Place to arrange this option and for your free parking pass.
7. For the safety of all our spectators, volunteers, officials, and vendors, we are not allowing overcoats, baggage, backpacks, costumes, duffel bags, oversized shoe bags, etc. in the Rosemont Ballroom. These items can be securely stored in the Men's and Ladies Dressing Rooms near the ballroom. which will have volunteer oversight. Our chapter, however, cannot be held responsible for loss or theft of any items.
8. Regarding photography, personal still and video cameras are allowed, but no flash, tripods, monopods, or lights. We will have an excellent professional photographer and videographers in the ballroom for our competitors to purchase photos and videos.
9. We encourage all spectators, volunteers and competitors to purchase all their dancing needs, including hair and makeup work, from our vendors, who will be located in the United AB Room to the left of the Rosemont Ballroom entrance except for the photographer and videographer who will be in the ballroom. Attendees **do not** need to purchase a spectator ticket to shop.
10. Many thanks to Jack Stansbeary for his efforts in creating name badges for all our officials, vendors and volunteers. Please pick up your badge from Tim Place or Susie Johnson at the registration table before beginning your assignment. You should wear this badge at all times during your work assignment. After your assignment is over, please pass it on to your replacement or back to Susie or Tim
11. Competition programs will be available at the registration table for purchase at \$8 per program; however, a complimentary program will be placed at each volunteer station as needed. Please do not remove this program from its location. Each competitor, official, scholarship donor and vendor will receive a complimentary copy.
12. Lunches and snacks can be purchased at Perks which is open 24 hours. We will have an Express Lunch Order Form for your use to order a lunch in advance and eat at your station. There is a two-hour dinner break on Saturday where you are free to purchase a meal at the hotel restaurant or an area eatery. The O'H Restaurant, hotel 2nd floor, offers a buffet discount to volunteers and participants; just mention you are with the Chicago Dancesport Challenge.