

Dance Tour Organizing Check List

- Begin fundraising for the event. Remember that each community is responsible for the costs to cover the tour expenses.
- Turn in \$1,000 or half the performance fee by June 1st, 2017 to **Compas de Nicaragua**, 60 Merrimack Road, Amherst, NH 03031.
- Find a place to hold the performance
- Set up host families/meals for 10 people (7 dancers; Dance Instructor, Ana Narvaez; Exec. Director Michael Boudreau, his wife Yara and 1 year old daughter, Harolee)
- Prepare a fundraising pitch.
- Decide whether there will be an entry “donation” or fee.

Dance Performance Arrangements:

- A 20 X 20 FT dance floor for the performance
- Seating for guests
- Three tables for information, gourd art displays and coffee sales
- A projector and sound system with USB input and one microphone
- A dressing area for dancers to change costumes between dances

****More specifics about show tech requirements:** The whole performance will be about 1 ½ hours. It will include 14 traditional dances, plus several, short video showings about our work in Nicaragua. The videos are shown while the dancers are changing into new dresses and costumes. Therefore, we will need a dressing room close to the stage or area where the dancers will perform. The whole show (both the pre-recorded music and the video clips) is saved on a USB drive. The music runs into video, then into music, then back to video, etc.. Therefore, we will need a projector/sound system with USB input and one microphone. The projector should be connected to a sound system given that both the music and video will be saved to the same USB memory. It is preferable to have the screen set up **behind** (or to one side of) the stage or area where the dancers will be performing. Otherwise, if the screen is set up in front of the dancers, we will need to move the screen for each dance and then again for each video showing.

Local Travel Arrangements:

Compas de Nicaragua has been donated the use of a passenger van by Copper Cannon Camp (coppercannoncamp.org) for the New England portion of the tour. All other communities will need to provide transportation for the group.

Please also e-mail to Compas de Nicaragua, the names, addresses, and phone numbers of the area contact and host families where the women will be staying.

Prepare a Publicity Plan:

- Arrange for articles to be placed in local newsletters and papers.
- Media work with radio, newspapers, and television. Prepare PSA's.
- Decide where and how posters, flyers, and brochures will be distributed.
- Arrange for a photographer to take pictures at the event.
- Contact local cable access stations and ask them to cover and film the performance.
- Get volunteers to help recruit people to the event. Try to get each person or organization to make a commitment to help recruit a certain number of people.
- Send personal invitations for the event
- Have event announced at local churches, organizations, schools

Recruit and assign people for "Day of" Responsibilities:

- These include people to help: set up, clean up, welcome speech, fundraising pitch, pass baskets during fundraising pitch, etc.
- Make sure there are three tables available for info, gourd art and coffee
- Assign someone to run the projector/sound system
- Make sure the projector/sound system is working properly.
- Prepare a sign-up sheet for people to sign when they come to the event.

Post Tour:

- Send check for balance of tour expenses made out to: **Compas de Nicaragua**, 60 Merrimack Road, Amherst, NH 03031.
- Mail and e-mail a copy of all photos taken at performance
- Mail in any articles or local media work (video) that happened.