

## **How do you decide and communicate what needs doing? How do you frame the opportunities?**

*Top answers:*

1. Organizers decide through formal or informal meetings
2. “Many hands make light work.” It needs to be done to have our dance. It’ll be fun.
3. Written job descriptions for larger jobs and revisit them periodically. Provide clear descriptions of specific jobs.

Send tasks to dance community by e-mail (monthly newsletter)

Just send a simple list (sweep after dance...)

Organizers communicate informally with individuals

Organizers make announcements

An experienced volunteer created a task list

Written invitation on website

E-mail announcement to individuals

See where board members are overworked

Invent tasks to have more volunteers

Encourage volunteers to develop ownership of their task and become part of organizing committee

Volunteers talk about what they do at the after party

We do intro sessions with new volunteers

Make tasks appealing and cool

We make tasks periodic (not every dance)

Offer free or reduced admission

Make clear why the jobs are important

Send reminders to volunteers

Make a checklist for what needs to happen at beginning and end of each dance

Have one go to person who is dividing up/delegating the work

Check-in with the Hall and what they need/require

Committee/organizers identify tasks for smaller events, have point people for larger events

Floor manager for each stands responsible for “day-of” logistics

Create binder with all job descriptions or post on website