

# **Texas State Camping Squares**

(Source: Texas State Camping Squares Policies dated September 18, 2021)

## **Duties of the Host Club**

1. Determine a date and location for the TSCS campout. Work with the TSCS President to avoid conflicts. Campouts should not be held the first weekend in March in order to avoid conflicting with the Texas State Federation of Square and Round Dancers Conclave meeting/dance.
2. Dates for TSCS campouts should be set at least one year prior to the campout.
3. Prepare a flyer to advertise the TSCS Campout/Meeting as soon as the date is known. Provide information regarding the plans and the flyer to the TSCS President and Webmaster. An interim flyer may be necessary before all details are finalized.
4. Suggest hotels near the campground for non-camping visitors.
5. Acquire the services of a Square Dance Caller and a Round Dance Cuer to be the masters of ceremonies for the weekend.
6. Set up a hospitality center location which will include coffee, tea, water, area information, etc.
7. Take charge of general facility operation. See that lights are on and air conditioning is on in time to cool the facility prior to start of activities. See that chairs and tables are arranged for each function.
8. Designate someone to advise and direct the arriving campers of parking locations. Work with campground management and the Vice President.
9. If a lunch caravan is planned for Friday, locate a restaurant for the lunch caravan on Friday and notify the restaurant and TSCS members of the plans prior to the campout weekend.
10. Make arrangements for the Sunday morning breakfast at the campground or at a restaurant. If at a restaurant, notify the restaurant of the plans.
11. Plan the optional group activity for Saturday afternoon.

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12. Plan and direct an after party for Saturday night only.
13. Acquire a leader for and plan the Sunday morning devotional.
14. Arrange for coffee, tea, water and ice at the following:
  - a. Friday Evening Dance
  - b. Saturday Morning Activities
  - c. Saturday Pot Luck Lunch
  - d. Saturday Evening Dance
15. Make sure there are sufficient supplies of paper goods, plastic ware, and condiments for the weekend. Expenses are reimbursed upon submittal of request for reimbursement and receipts. Supplies which are left over will go to the host club.