

GATEKEEPER (CHECK IN):

Goals:

- *To make sure only dancers entered in a competition actually dance in it*
- *To mark off competitions on the display board as they are danced*

Only check in ONE competition at a time.

Once you check them in, send them through the “gates.”

Wait until the checked in group goes **onto the stage** BEFORE you check in the next group.

If dancers come up early, send them back down.

If they're not on your list, they may be a late entry, flip up their number card and look for the competition entry on the back of their card.

If it's not listed, DON'T LET THEM ONSTAGE. Send them to tabulation to pay.

You will have some no-shows. Don't hold a competition, waiting for them.

Adjudicators should never be given or shown a list of dancers.

When marking off the display board, write the competition number that's ONSTAGE now, and the NEXT one (i.e. the one you're checking in)

For championship only:

- Many competitions will run concurrently

STAGE - ANNOUNCER

Goals:

- *To announce what's checking in & what's on stage*
- *To remind audience to be quiet*
- *To welcome & thank the audience*

Only call up one competition at a time to check in.

Wait until the first dancer in the checked in group goes **onto the stage** BEFORE you call up the next group to check in.

You will have some no-shows. Don't hold a competition, waiting for them.

Adjudicators should never be given or shown a list of dancers.

Extra stuff for championships only:

Announce the name of each competition and round.

Many competitions will run concurrently

ANNOUNCE regularly re champ results: Championships will be announced in the lobby as soon as we have the tabulated.

Watch our social media for champ awards.

STAGE - LOADER:

Goals:

- To prompt dancers to go on stage quickly
- To sort dancers who have already been checked in, into line

When lining up:

- Try to keep dancers from the same school apart.

FOR Grade level dancers:

- Walk next line on to stage as soon the judge rings the bell for the previous group
- Prompt each group of 3 or 2 to walk forward when its their turn
- For beginner 1: Count them in (Beginner 2 may also need help)
- For beginner 1: Leave 8 bars between each group

NEW THIS YEAR – Some comps will dance THREE at a time**

Consult YOUR copy of the schedule for information – You'll be given a special one

FOR champs:

- Line dancers up in this order:
 - 1) Jig & Slip jigs
 - 2) Jig & reels
 - 3) Hornpipe & reels
 - 4) Hornpipe & slip jigs
- As soon as music finishes – walk the next 2 dancers on
- They need to stay in the same order for every round. If something goes wrong, TELL the judges they are out of order.

FOR Specials:

- Non trads dance one at a time
They tell the musician what they're dancing right before walking on
- Trad sets:
Group them by dance in this order:
 - 1) St. Patrick's Day
 - 2) Blackbird
 - 3) Garden of Daisies
 - 4) Job of Journeywork
 - 5) King of the Fairies
 - 6) Jockey to the Fair
 - 7) Three Sea CaptainsThey can dance up to 3 at a time
- Treble reel:
They all walk on together & stand in a horseshoe shape

AWARDS DISTRIBUTION

Goals:

- To give out awards
- To take art competition entries

The computer will be set up for you in the Island.

All results are posted on www.feisworx. When dancers find they have been successful, they will come to you.

Look them up by their number card on the computer.

READ THIS CAREFULLY:

*****THERE ARE CHANGES FROM LAST YEAR*****

All medals are gold, regardless of what place they're for.

For Beginner 1: Give medals for all places

For Beginner 2: Give medals for all places

For Novice: Give medals for all places

For Prizewinner: Give Small trophy for 1st place
Give medals for all other places

For Non trad set: Give Small trophy for 1st place
Give medals for all other places

For Trad set: Give Small trophy for 1st place
Give medals for all other places

For Treble Reel: Give large trophy for 1st place
Give medium trophy for 2nd place
Give small trophy for all other places

For Art Competition: Give large trophy for 1st place
Give medium trophy for 2nd place
Give small trophy for all other places

Mark it off when you give out the award.

If you're not sure TEXT Miss Myra at 407 929 7570

ART COMPETITION

Accept entries for the ART competition. Have them place their artwork themselves on a table by the palm trees. Make sure they attach their competitor card.

HOSPITALITY

Goal:

- *To bring HOT beverages to the judges & musicians.*

We will have a Keurig machine at the Island with:

- Coffee
- Decaf
- Breakfast tea

There are drinks holders to help you carry them.

All judges & musicians have a supply of sugar & creamers on their desk.

There are coolers at each stage with cold drinks.

Keep them stocked if they are dwindling. Soda/water are under the table in the Island.

Every 45 minutes, go round all the judges & musicians and take orders.

(Don't forget the musicians – they are regularly forgotten about)

When approaching a judge, wait until they have stopped writing (not just dancing).

When approaching a musician, wait until they stop playing.

RESULTS PICK UP:

Goals:

- *To bring the judges results to tabulation, quickly.*

Keep going round all the judge's tables.

If you see paper IN A TRAY, take it, bring it to the Island.

Give it to the person on a computer

Make sure someone takes over your job before you leave.

Tell Miss Myra if no one does.

TRANSPORT & LOAD IN (Friday):

Meet at 10:30am at my garage storage unit.

The address is 3480 Soho St. (Garage D)

The complex is called the Hamptons.

Go to the security gate – they should have your name on file.

Enter the complex, drive straight as far as you can.

Turn left onto Soho and drive as far as you can.

It's the last building on the right.

There are also items at my house, in the same complex, we will head there afterward.

It's the second peach house on the right from the storage.

We will load there, then go to the hotel:

Rosen **CENTRE**, 9840 International Drive, Orlando.

If you are doing the trophy store run, the address is:

Crown Trophy, 7901 Kingspointe Pkwy, Orlando.

When you get to the hotel, drive around the back (down the left side of the hotel as you look at it) and tell security you are loading in for our event.

Look for the trucks used by our stage builders. This will indicate our ballroom.

We will load in, via the loading bay.

Do not park in the general hotel parking.

TRANSPORT & LOAD OUT (Sunday):

Meet at the Island after the feis.

We should have lots of help to pack up.

When everything is packed, park your car at the nearest exit from the ballroom. (Across from us by the Executive ballroom)

Then drive to my storage unit.

The address is 3480 Soho St. (Garage D)

The complex is called the Hamptons.

Go to the security gate – they should have your name on file.

Enter the complex, drive straight as far as you can.

Turn left onto Soho and drive as far as you can.

It's the last building on the right.

You have to walk down the corridor at the back of the garage to open the door with the key.

Press the button inside the door to open the garage door.

There's also a light switch.

Unload everything – Just leave them in the middle on the floor, please don't pack onto shelves, as it's easy to lose boxes when they're packed away.

Thank you so much for doing this job. I know it sucks at the end of the feis but I appreciate it. xx