

GROOVES' DANCE PARTY PLANNING TIPS

Discuss and answer the following planning questions among your group members:

- Q WHY do you want to host a Dance Party?** What is your objective? In other words, what do you want to achieve by having this party?
- We want to celebrate our Girl Scout achievements.
 - We want to have fun exercising by dancing with each other, our troop leaders and our families.
 - We want to learn a few dances as an ensemble.
 - We want to learn how to organize a big event.
 - We want to pretend to be disc jockeys (DJs).
 - We love music and may want to try a career in radio broadcasting.
 - We want to perform for our families the dances we learned during our Dance Badge Program.

Your WHY Answer: _____

- Q WHO will you invite to your Dance Party?**
- Your Girl Scout troop and troop leaders
 - Your family
 - Close friends
 - People in your communities

Your WHO Answer: _____

- Q WHERE will you hold your Dance Party?**
- Based on WHO you invited, how many people do you expect will attend? Use that number to decide WHERE!
 - At someone's house in their basement or rec room
 - At someone's house outside in the yard
 - At a dance studio, hall, lodge or banquet facility and we'll use money from our dues or cookie sale (or other fundraiser)

Your WHERE Answer: _____

Q WHAT equipment and supplies will you need for your Dance Party?

- We will use stereo equipment or a boombox at someone's house to play our music.
- We will use the stereo equipment at the facility we rent for the party.
- We will have enough tables and chairs at the house or facility.
- We will rent tables and chairs.
- We will all bring lawn or beach chairs!
- We will bring our own snacks and beverages. We may even order pizza from a local restaurant!
- We will each buy our own food and beverages at the facility.
- We will buy and put up our own decorations.
- We don't need any decorations.
- We will bring our own music to play (like CDs).
- We will use the CDs and other music at the facility we rent.
- We will have an instructor teach us a few dances.
- We don't want any dance instruction.

Your WHAT Answers (equipment, supplies, food and beverages, decorations, etc.):

Q WHEN will you schedule your Dance Party?

- Can everyone we want to invite attend on a certain date?
- Does the date we have in mind conflict with any other event (like sporting events, school events, etc.)?
- Is the facility available on that date?

Your WHEN Answer: _____

Q HOW will you promote your Dance Party?

- We will talk about our Dance Party at a Girl Scout meeting.
- We will write a notice or letter to our families and friends. We will either mail it or email it.

- We will advertise our Dance Party in the Girl Scout Troop Leaders' newsletter, school newsletters or local newspapers.
- We will ask our community newspaper to print our advertisement as a "pro bono" community service for our non-profit organization.
- We will create flyers and post them at local businesses.

Your HOW Answer(s): _____

You should also discuss and decide how you will handle the following:

- Transportation to and from your Dance Party
- Clean-up after the Dance Party
- What will you do with any extra supplies?
- Who will make any payments?
- Thank you notes to all who helped with your Dance Party
- Sharing your successful Dance Party by writing an article for a newsletter or newspaper

HAVE FUN PLANNING YOUR DANCE PARTY!!

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