

**FINAL SHORT REPORT**

Date: \_\_\_\_\_

\_\_\_\_\_ **Colorado State Square Dance Festival**

Theme:  
Date:  
Location:  
Logo:

**Registration Numbers:**

**Distribution Of Dancers:**

Colorado West \_\_\_\_, Denver \_\_\_\_, Northeast \_\_\_\_, Southeast \_\_\_\_, and Other \_\_\_\_.  
Totals includes \_\_\_\_ Youth Dancers.

**States Represented:** # \_\_\_\_\_

Included:

**Registration History:**

July _____	-	_____
October _____	-	_____
January _____	-	_____
April _____	-	_____

**Registration Donations:**

Early-Registration Deadline \_\_\_\_\_  
 Full Package – Adult \$ \_\_\_\_\_ – Youth (17) \$ \_\_\_\_\_  
 All Day Saturday – Adult \$ \_\_\_\_\_ – Youth \$ \_\_\_\_\_

Pre-Registration Deadline \_\_\_\_\_  
 Full Package - Adult \$ \_\_\_\_\_ – Youth (17) \$ \_\_\_\_\_  
 Saturday All Day – Adult \$ \_\_\_\_\_ – Youth \$ \_\_\_\_\_

At Door Registration  
 Full Package – Adult \$ \_\_\_\_\_ – Youth (17) \$ \_\_\_\_\_  
 Friday Night Only – Adult \$ \_\_\_\_\_ – Youth \$ \_\_\_\_\_  
 Saturday All Day – Adult \$ \_\_\_\_\_ – Youth \$ \_\_\_\_\_  
 Saturday Night Only – Adult \$ \_\_\_\_\_ – Youth \$ \_\_\_\_\_

**Pre-Registered:**  
**At The Door:**  
**Total:**  
**Cancellations:**

**FINAL TOTAL:**

**Registration Forms:**

Attach Early Pre-Registration, Pre-Registration, at Door Registration, and Pre-Registration Booket.

**Pre-Advertising Booklet**

Number printed:

Price & size of advertising:

Number of each category sold:

Name of Printer:

Number Printed:

Profit or loss on booklet: \$

Number not distributed:

Pages:

**Early - Registration Form**

Number printed:

Cost of Printing: \$

Number not distributed

**Pre - Registration Form**

Number printed:

Cost of Printing: \$

Number not distributed

**At Door - Registration Form**

Number printed:

Cost of Printing: \$

Number not distributed

**Dangles:**

Number Made:

Cost :\$

Made By:

Number Not Distributed:

**Ribbons:**

Pre-Registration Number Made: Printed by:

Cost: \$

Number Not Distributed:

Special: Type & Number Made: Vendor \_\_, Program \_\_, Committee \_\_, Solo \_\_

Other \_\_\_\_\_

Cost: \$

**Recreational Vehicles:**

Registration Parking Fee: \$  
Profit: \$  
Options: Thursday, Friday & Saturday Night  
List options like water or electricity:  
Registration Total:           3 Nights:  
  2 Night:  
  1 Night:  
  Total:

**Dorm Rooms and/or Hotel, Motel Rooms:**

Options Available:

Price:

Number Used:

**Food-Meals:**

List any meals offered, costs, number attending and profit:

List information on Refreshment booths:

**Special Activities:**

List all Special Activities time & location, # attending, costs and profit.

**Vendors:**

Booth Size:  
Number Sold: \_\_\_\_ Vendors  
Costs: \$

Location:  
Booth separation material:  
Types Of Exhibitors:

Names Of Vendors:

Special Considerations:  
Total Collected: \$

**After Party:**

Time:  
MC:  
Entertainment:  
Exhibition Groups Used:

**Exhibition Groups:**

Exhibition Groups performing:  
1.  
2.  
3.

**Square Dance Programming:**

Headline Caller:  
Area Callers:  
Names:

Time slots in Mainstream and Plus Halls were \_\_\_\_ minutes:  
Each Caller had (list # of slots and level):

**Round Dance Programming:**

Levels Offered:  
Headline Cuer Couple:  
Area Cuers:  
Names:

Time slots in Round Dance Hall were \_\_\_\_ minutes.  
Time slots in Square Dance Halls were \_\_\_\_ minutes.  
Each Cuer had (list # of slots and level)

**Program Booklet:**

Number Printed:  
Pages:  
Printed By:  
Cost: \$

Ads: Sizes & Total Sold:

Total: \$

**Facilities:**

Floors : List hall, events held in each hall, size of hall and floor surface.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Special Considerations: List all items adding to Facility Costs such as security, trash, and signs etc.

**Total Facility Costs: \$**

**Fund Raising:**

List any fund raising events held and profit from each.

**Showcase of Ideas:**

--Location --

--Names of Exhibitors

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

- 8.
- 9.
- 10.

**Special Needs of Festival:**

- Shuttle bus system?
- Parking problems?
- Communications between halls?
- Water?
- Security and first aid?
- Other?

**Total Profit: \$**

Attach copy of final Treasurers Report.

Respectfully Submitted,

Festival Chairman