



iCan Dance Camp Host Planning Guide

1. Read 'Dance Camp Host Overview' to obtain an understanding of what is involved in hosting a dance camp
2. Complete the 'Dance Camp Budget Template', available at <https://icanshine.org/program-hosts/ican-dance-hosts/> under the 'Planning' drop down menu, to determine if hosting a dance camp is financially feasible
3. Find an appropriate local facility to accommodate the dance camp with a practice area for Monday-Wednesday and a stage for Thursday-Friday
4. Take two or three photos of the practice area, parent waiting area and stage if using a new facility
5. Identify what week(s) the facility is available to have the camp
6. Complete our online 'Camp Booking Form', specifying administrative details of the host organization and facility
7. E-mail completed Camp Booking Form, along with photos of the facility to Lisa Ruby at lisa@icanshine.org
8. After approving facility, Shine will e-mail a 'Dance Camp Host Agreement', to sign and submit along with a deposit of \$1,500
9. Upon receipt of the signed Agreement and deposit, Shine will reserve the Host's requested week, create and post to it's website an iCan Dance webpage for the host with specific information about their camp
10. Shine and host will have a 45 minute planning call with the goal of getting host up to speed on all details involved in administering the dance camp

11. Shine provides ongoing coaching, guidance and support to help camp hosts plan and organize an efficient camp, including phone conversations, e-mail correspondence addressing issues and answering questions up through the start of camp
12. Shine provides 'Liability Insurance Certificate' to Camp Host naming Host and Facility as an "additional Insured" on Shine's insurance policies for the week of camp
13. Camp Host reviews, customizes and utilizes the many standard documents designed to make planning and organizing a dance camp efficient and streamlined (e.g. registration forms, marketing materials, etc) available at <https://icanshine.org/program-hosts/ican-dance-hosts/>
14. Camp Host implements local marketing/recruiting efforts to promote the camp to potential families and volunteers to begin recruitment process
15. Camp Host makes second and final payment totaling \$4,750 to be made three (3) days prior to camp
16. Two weeks prior to camp, the following occurs:
 - Shine communicates staff assignments to Host/Camp Director
 - Host/Camp Director provides a completed 'Dancer Data Spreadsheet', available at <https://icanshine.org/program-hosts/ican-dance-hosts/>, to the Shine Dance Instructor for review and planning purposes
 - Shine Dance Instructor and Host/Camp Director have pre-camp phone conversation and e-mail correspondence to discuss and firm up camp details
17. Shine staff meet Host/Camp Director at facility on Sunday (day before camp) one hour before the parent and volunteer orientation is scheduled for planning, facility walkthrough including practice area and stage, and prepare for orientation and Volunteer Training
18. Host/Camp Director provides a projector and screen for Shine staff to connect Shine's laptop and show a Power Point presentation
19. Shine staff conducts approximate 30-minute parent and volunteer orientation meeting and 90-minute volunteer training. Shine prefers meeting at the facility if possible
20. Host implements formal check-in process for dancers and volunteers for each session each day of camp whereby nametags should be provided. See Dancer and Volunteer 'Daily Check-In Sheet', available at <https://icanshine.org/program-hosts/ican-dance-hosts/>

21. Have methods of donor recognition - banners, posters, t-shirts, media recognition, water bottles, etc.
22. Shine staff and Host/Camp Director meet on the Thursday (Day #4) after camp to discuss how camp is proceeding providing both Shine staff and Host opportunities to provide constructive feedback on possible improvements for future camps
23. Schedule award celebration for dancers and volunteers to occur on Friday following the performance of each session. Often this entails the Host/Camp Director speaking to the group and announcing each dancer to come up and receive their award from the volunteers
24. Shine staff check-out of hotel on Saturday morning.
25. Consider sending volunteers and donors a thank you letter.