iCan Dance Camp Host Planning Guide


2. Complete the ‘Dance Camp Budget Template’, available at https://icanshine.org/program-hosts/ican-dance-hosts/, 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.


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’, available at https://icanshine.org/program-hosts/ican-dance-hosts/, Host to sign and submit along with a deposit of $950.

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’, sample available at https://icanshine.org/program-hosts/ican-dance-hosts/, 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 to Shine totaling $4,500 to be made three (3) days prior to camp

16. Review ‘Items Host Needs At Camp’, available at https://icanshine.org/program-hosts/ican-dance-hosts/, to ensure all important items are addressed. T shirts are required for all dancers and volunteers for the performance on Friday.

17. 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

18. 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.

19. Host/Camp Director provides a projector and screen for Shine staff to connect Shine’s laptop and show a Power Point presentation.

20. Shine staff conducts approximate 30-minute parent and volunteer orientation meeting and 90-minute volunteer training. Shine prefers meeting at the facility if possible.

21. 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/

22. Have methods of donor recognition - banners, posters, t-shirts, media recognition, water bottles, etc.

23. 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.

24. 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.

25. Shine staff check-out of hotel on Saturday morning.

26. Consider sending volunteers and donors a thank you letter.