

Tuesday Work/Trade position:

# Door Greeter & Logistics

*Thank you for volunteering with us! We deeply appreciate your contributions to the dance. Below are helpful guidelines and notes for the Altar position – please let the facilitator know if you have any questions or concerns.*

## About the Position

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### **Individuals in this position provide:**

- A warm and engaging presence as individuals arrive
- Set-up and take-down for the door table, community table, and entrance veil
- Guidance for parents coming with children, letting them know about our agreement with the Vet's Club and our childcare option
- Guidance to dancers re: exiting the Vet's Club in a timely fashion
- Additional support to facilitator or door position as needed.

**Please arrive on time** – if you are more than five minutes late to your shift, the facilitator may find someone to replace you. This would mean, of course, that your worktrade would no longer be in effect and if you attend that session you would pay as a regular participant.

## The Details

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### **Setting Up [5:45 – 6:00 pm]**

1. **The Entrance**
  - a. Place a black table outside the entrance of the dance space
  - b. Cover the table with fabric (inside Rubbermaid tote)
  - c. Unravel/unveil the entrance veil and prop above the doorway
2. **Community Announcement table**
  - a. Please place decorative cloth on the long table directly inside the entrance
  - b. Lay out advertisements and community announcements in an organized fashion; recycle old announcements
  - c. Wipe down the white boards so all old announcements are off, prop these up on two chairs beside the announcement table, make sure markers are available

### **Greeting [6pm-6:15pm]**

1. Provide a warm and welcoming presence at the entrance of the dance – eye contact, smiles, verbal greetings, etc.
2. If parents come with children, talk to them about our guidelines and make sure they touch base with the childcare provide
3. Engage with new dancers and let them know about the structure of the dance (warm-up, opening circle, the dance itself, and then closing circle; no talking on the dance floor)

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**Please continue reading on the next page...**

## **Closing Down [After the dance set ends -7:50pm]**

1. Immediately following the closing circle, please carry the community flyer table and white boards into the hallway opposite the drinking fountain.
2. Roll up entrance veil and place in the corner of Coalescence's storage space.
3. Shut the main entrance doors.
4. Keep an eye on time and gently but firmly ask that lingering dancers exit quickly; keep doing this until the space is cleared. Our time to be out of the dance space is 7:45
5. At 7:50, pack contents of door table, community announcement table
6. Make sure to hand off any new email addresses and/or suggestion forms to the facilitator.

*~ Many blessings ~*

*Zan, Paul, Grace, & Oblio*

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