

# Door Manager Instructions (2023)

## Before leaving for the dance

- If this is your first time, you **MUST** practice using the Contra Data Entry program by working through the demo version **and reading the instructions**. Go to [hatds.org/mgmt](https://hatds.org/mgmt), click *Contra Data Entry* and then *Demo for Learning*.
- Set up the Zettle app on your mobile device if not using a HATDS device. See *Using Zettle* at [hatds.org/mgmt](https://hatds.org/mgmt).
- Print out the sign-in sheets at [hatds.org/mgmt](https://hatds.org/mgmt)
- If you have the cash box, count **all** of the money in it. Note the amounts if not \$50 in tray and \$100 in extra cash.

## Basic job

- Arrive no later than 7:00. People start arriving at 7:15 or earlier.
- Set up registration table. Materials are in cupboard in restroom closest to band.
- Sign people in and collect admission until the dance starts. Callers(s), hall manager, door manager (you) and sound tech get in free.
- Sign up greeters who know the procedure to sit out one dance and sign people in and collect admission (only until the break). For dances with no volunteer greeters, you need to sit at the table or go to the microphone and request a volunteer. Cash box is never left unattended—take it with you if needed.
- Make change for top tray from extra cash envelope if needed. Replace lower denomination bills with higher denomination (i.e. swap four \$5s for a \$20).
- At the break, do the accounting and reimburse for supplies. Pay talent.
- At end of dance, clean up quickly so everyone can get out on time.

## Setup

- Give the tip jar to the band; there's no room for it on the sign-in table.
- On sign-in table: visitor sign in sheet on clipboard, member sign in sheet on clipboard, greeter sign-up sheet, pens, blank name tags in basket, dry erase pens, admission price list (on easel), food consumption warning (on easel), cash box, Zettle card reader. The card table is kept in the office, you may need to get it if hall manager has not put it out.
- No Food sign (on easel) goes on side board in Green Room
- Pair Zettle card reader with your mobile device through the Zettle app. See *Using Zettle* at [hatds.org/mgmt](https://hatds.org/mgmt). Need to press power button on top of reader to start.

## Miscellaneous

- **All Memberships must be done online, including payments. We cannot take Membership payments at door.** If someone wants to join, ask them to step outside and complete membership form. They can show you the confirmation email when they return.
- We cannot make change over \$20. This is so we have correct change to play talent. Ask for a credit card instead.
- Door manager not responsible for Announcement form. This should be done by Board member responsible for announcements. However, if you get bored, fill in what you can. Information for next dances is on website calendar.
- There are additional forms and supplies in tote bag.

## At the break

- Go to [hatds.org/mgmt](https://hatds.org/mgmt). Tap *Contra Data Entry* and then *Worksheet for the Dance* and follow instructions to record all information and finances. Be sure to count all money **including amount in Extra Cash envelope**.
- Pay the band and caller (if a single caller). Payment should be exact change for each person so they do not have to make change among themselves.
- Pay any reimbursement for supplies.
- The cash box should have \$50 in small bills (4 \$5, 3 \$10) in upper drawer (no change). Extra cash envelope should have \$100 (ideally 6 \$5, 7 \$10 bills).
- Put HATDS deposit and sign-in sheets into an envelope, label with dance date and put in cash box. Make a note on front of envelope about any supplies that are running low, including need for small bills if there are any \$20s in extra cash.
- Put bag with cash box and card reader in safe, unobtrusive place. Enjoy rest of the dance. Take with you at end of dance or give to the next door manager if they're at the dance.

## End of dance

- Get all name tags returned and clean off with tissue. Get the (empty) tip jar from band.
- Pack up tote bag and place the bag, name tags, tip jar, and any left/lost items in restroom cupboard.