

You have volunteered to be the booking agent for halls and callers and now you have to find a dance hall.

- I. I will be giving you a quick overview of where to look for halls, what to look for, and how to get a hall as cheaply as possible.
- II. Your first step is to find a hall. Your possibilities are:
 1. Schools with gyms, lunch rooms, or multi purpose rooms.
 2. VFW halls
 3. American Legion halls
 4. Senior citizen centers
 5. Community centers
 6. Churches or synagogues
 7. Community colleges or 4 year colleges
 8. Private halls
- III. Okay, I'm going to look at a hall. **What am I looking for?**
 - A. Size of the hall—approx 144 square feet or 12'x12' per square
 - B. Floor—wood, carpet, linoleum, other
 - C. Parking
 - D. Easy to find
 - E. Location to highways
 - F. Cost
 - G. Available all the time you need it
 - H. Amenities: restrooms, kitchen, stage, tables, chairs, air conditioning
- IV. You will find halls that meet 7 of the 8 criteria. **The toughest one will be cost.** There are two major ways to reduce your cost: (1) a club member is also a member of the hall you are interested in, and (2) you hold classes in the hall, usually a school, that will give a discount because of the classes. (You may also offer an organization to give free demos to their members for a discount)
- V. There are some cons: with all organization halls their members at times will have first choice. That means you could be asked to give up your dance night—if that is part of the deal, then insist on a lower fee than normal. A school may be closed on your dance night-- be prepared. Schools will not know their schedule usually until the end of September. Be sure to have a good relationship with the person in charge and arrange your dates.

When you go to talk to the hall person, be friendly. **I always tell prospective halls the average age of our dancers, and I always invite them to come watch or take lessons.**