

# Dance-a-Thon 8-Week Timeline

A school-day dance-a-thon plan: eight weeks of planning, a fundraising window that opens three weeks before the event, and pledge collection afterward. Write your own dates in the Date column. For an evening family dance allow about 10 weeks, a community event at a rented venue about 12, and an extended dance marathon about 16.

Event date: \_\_\_\_\_ Fundraising opens: \_\_\_\_\_ Chair: \_\_\_\_\_

| Task                                                                                                                                              | Phase          | Owner                         | Date | Done                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------|------|--------------------------|
| <b>8 weeks out</b>                                                                                                                                |                |                               |      |                          |
| Choose the date, format, length and fundraising goal; get approval from the principal, board or venue                                             | Decide         | Chair with principal or board |      | <input type="checkbox"/> |
| Name leads for music, safety, volunteers, money and communications                                                                                | Decide         | Chair                         |      | <input type="checkbox"/> |
| Draft the budget and pick the donation model (flat, per song, per hour or a mix; decide on caps)                                                  | Decide         | Treasurer                     |      | <input type="checkbox"/> |
| Book the gym or venue; sign the facility-use agreement and ask which certificate of insurance it requires                                         | Decide         | Facilities lead               |      | <input type="checkbox"/> |
| <b>7 weeks out</b>                                                                                                                                |                |                               |      |                          |
| Confirm the music plan and ask the district or venue who covers public-performance licensing                                                      | Book & approve | Music lead                    |      | <input type="checkbox"/> |
| Book the DJ or sound; agree a sound-level plan and a quieter zone away from the speakers                                                          | Book & approve | Music lead                    |      | <input type="checkbox"/> |
| Decide on lighting: strobe or flashing effects on or off (if used, plan advance warnings to families)                                             | Book & approve | Safety lead                   |      | <input type="checkbox"/> |
| Arrange event insurance and send the certificate of insurance to the venue                                                                        | Book & approve | Treasurer                     |      | <input type="checkbox"/> |
| Reserve custodial, security and setup time on the facility calendar                                                                               | Book & approve | Facilities lead               |      | <input type="checkbox"/> |
| <b>6 weeks out</b>                                                                                                                                |                |                               |      |                          |
| Write the supervision plan: adults per area using your school, district, venue or insurer ratio; sign-in, sign-out, release only to listed adults | Build          | Safety lead                   |      | <input type="checkbox"/> |
| Accessibility and sensory plan: quiet room, ear protection, seating, interpreter or captioning requests                                           | Build          | Safety lead                   |      | <input type="checkbox"/> |
| Hydration plan: water stations and rest breaks built into the run of show                                                                         | Build          | Safety lead                   |      | <input type="checkbox"/> |
| Ask the school nurse what first aid coverage and supplies the event needs                                                                         | Build          | Safety lead                   |      | <input type="checkbox"/> |
| <b>5 weeks out</b>                                                                                                                                |                |                               |      |                          |
| Open volunteer recruitment with backups; follow your volunteer screening rules                                                                    | Build          | Volunteer coordinator         |      | <input type="checkbox"/> |
| Send sponsor asks with the sponsorship proposal and reply form                                                                                    | Build          | Sponsorship lead              |      | <input type="checkbox"/> |
| Finish the pledge sheet and parent letter in English and Spanish (and other home languages)                                                       | Build          | Communications lead           |      | <input type="checkbox"/> |
| Set up online giving and decide how cash and checks are turned in and stored                                                                      | Build          | Treasurer                     |      | <input type="checkbox"/> |
| <b>4 weeks out</b>                                                                                                                                |                |                               |      |                          |
| Plan the kickoff assembly or record a short dance preview video                                                                                   | Build          | Communications lead           |      | <input type="checkbox"/> |
| First playlist review: clean edits only, age-appropriate lyrics                                                                                   | Build          | Music lead                    |      | <input type="checkbox"/> |
| Draft the run of show: dance blocks, water and rest, games, announcements                                                                         | Build          | Chair                         |      | <input type="checkbox"/> |
| Share the teacher communication kit and the class schedule with staff                                                                             | Build          | Communications lead           |      | <input type="checkbox"/> |

| Task                                                                                                       | Phase              | Owner                 | Date | Done                     |
|------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|------|--------------------------|
| <b>3 weeks out</b>                                                                                         |                    |                       |      |                          |
| Kickoff: assembly or preview video; pledge sheets and the parent letter go home; online giving opens       | Launch fundraising | Communications lead   |      | <input type="checkbox"/> |
| Post the flyer and first social post; send donation email 1                                                | Launch fundraising | Communications lead   |      | <input type="checkbox"/> |
| Collect sponsor names and logos for signs and DJ announcements                                             | Launch fundraising | Sponsorship lead      |      | <input type="checkbox"/> |
| <b>2 weeks out</b>                                                                                         |                    |                       |      |                          |
| Mid-campaign reminder and progress update (no individual money leaderboards)                               | Launch fundraising | Communications lead   |      | <input type="checkbox"/> |
| Gather supplies: water and cups, ear protection, wristbands or name tags, signage, first aid kit           | Launch fundraising | Safety lead           |      | <input type="checkbox"/> |
| Assign volunteers to roles, stations and shifts; send the assignment sheet                                 | Launch fundraising | Volunteer coordinator |      | <input type="checkbox"/> |
| <b>Final week</b>                                                                                          |                    |                       |      |                          |
| Confirm volunteers and shifts; fill gaps from backups (7 days out)                                         | Final prep         | Volunteer coordinator |      | <input type="checkbox"/> |
| Final playlist review for clean edits; send the run of show to the DJ (5 days out)                         | Final prep         | Music lead            |      | <input type="checkbox"/> |
| Check water, first aid, ear protection and quiet-room supplies; confirm the sound-check time (3 days out)  | Final prep         | Safety lead           |      | <input type="checkbox"/> |
| Send the last-chance donation email and the event-day reminder to families (what to wear, sign-out plan)   | Final prep         | Communications lead   |      | <input type="checkbox"/> |
| Print sign-in and sign-out sheets, the safety plan, rules cards and the tally sheet                        | Final prep         | Chair                 |      | <input type="checkbox"/> |
| Day-before setup and walk-through: exits, sign-in and sign-out, quiet zone, water, sound check (1 day out) | Final prep         | Facilities lead       |      | <input type="checkbox"/> |
| <b>Event day</b>                                                                                           |                    |                       |      |                          |
| Volunteer briefing: roles, stations, safety plan, lost-child procedure, where the incident log is kept     | Event day          | Volunteer coordinator |      | <input type="checkbox"/> |
| Sound check at the planned level; quiet zone set up and signed                                             | Event day          | Music lead            |      | <input type="checkbox"/> |
| Walk the exits: every exit unlocked from inside, clear and marked                                          | Event day          | Facilities lead       |      | <input type="checkbox"/> |
| First aid station stocked; AED location confirmed; nurse or first aid lead in place                        | Event day          | Safety lead           |      | <input type="checkbox"/> |
| Sign-in opens; dancers counted in; wristbands or name tags on                                              | Event day          | Sign-in lead          |      | <input type="checkbox"/> |
| Run the show: dance blocks, water and rest, games, announcements                                           | Event day          | Chair with DJ         |      | <input type="checkbox"/> |
| Count songs or hours for per-unit pledges; two people sign off the count                                   | Event day          | Treasurer             |      | <input type="checkbox"/> |
| Announce thank-yous to sponsors, staff and volunteers                                                      | Event day          | Chair                 |      | <input type="checkbox"/> |
| Sign-out: release only to adults on the approved list; unclaimed dancers stay with two adults              | Event day          | Sign-out lead         |      | <input type="checkbox"/> |
| Lock cash and pledge envelopes away; two people count before anyone leaves                                 | Event day          | Treasurer             |      | <input type="checkbox"/> |
| <b>After the event</b>                                                                                     |                    |                       |      |                          |
| Day 1: Send per-song or per-hour totals to donors and start collecting pledges                             | Wrap-up            | Treasurer             |      | <input type="checkbox"/> |

| Task                                                                                   | Phase   | Owner     | Date | Done                     |
|----------------------------------------------------------------------------------------|---------|-----------|------|--------------------------|
| Day 3: Pledge reminder 1                                                               | Wrap-up | Treasurer |      | <input type="checkbox"/> |
| Day 7: Thank-yous to volunteers, sponsors, staff and families                          | Wrap-up | Chair     |      | <input type="checkbox"/> |
| Day 10: Pledge reminder 2 (final)                                                      | Wrap-up | Treasurer |      | <input type="checkbox"/> |
| Day 21: Close collection; two people count cash; complete the financial report         | Wrap-up | Treasurer |      | <input type="checkbox"/> |
| Day 28: Evaluation meeting: what to keep and change; write handoff notes for next year | Wrap-up | Chair     |      | <input type="checkbox"/> |

Running late? Keep the fundraising window at least two weeks long, move the kickoff rather than the event if you can, and do the safety, supervision and venue tasks first. The timeline generator on [Walk-A-Thon.com](http://Walk-A-Thon.com) builds a dated version of this plan for any format.