

Dance-a-Thon Planning Checklist

Every task with an owner and a done box. Weeks follow the school-day plan (fundraising opens three weeks before the event). Add your own names in the Owner column.

Week by week

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

Task	Owner	Due	Done
Kickoff: assembly or preview video; pledge sheets and the parent letter go home; online giving opens	Communications lead		☐
Post the flyer and first social post; send donation email 1	Communications lead		☐
Collect sponsor names and logos for signs and DJ announcements	Sponsorship lead		☐
2 weeks out • Launch fundraising			
Mid-campaign reminder and progress update (no individual money leaderboards)	Communications lead		☐
Gather supplies: water and cups, ear protection, wristbands or name tags, signage, first aid kit	Safety lead		☐
Assign volunteers to roles, stations and shifts; send the assignment sheet	Volunteer coordinator		☐
Final week • Final prep			
Confirm volunteers and shifts; fill gaps from backups (7 days out)	Volunteer coordinator		☐
Final playlist review for clean edits; send the run of show to the DJ (5 days out)	Music lead		☐
Check water, first aid, ear protection and quiet-room supplies; confirm the sound-check time (3 days out)	Safety lead		☐
Send the last-chance donation email and the event-day reminder to families (what to wear, sign-out plan)	Communications lead		☐
Print sign-in and sign-out sheets, the safety plan, rules cards and the tally sheet	Chair		☐
Day-before setup and walk-through: exits, sign-in and sign-out, quiet zone, water, sound check (1 day out)	Facilities lead		☐

Event day

Task	Owner	Due	Done
Volunteer briefing: roles, stations, safety plan, lost-child procedure, where the incident log is kept	Volunteer coordinator		☐
Sound check at the planned level; quiet zone set up and signed	Music lead		☐
Walk the exits: every exit unlocked from inside, clear and marked	Facilities lead		☐
First aid station stocked; AED location confirmed; nurse or first aid lead in place	Safety lead		☐
Sign-in opens; dancers counted in; wristbands or name tags on	Sign-in lead		☐
Run the show: dance blocks, water and rest, games, announcements	Chair with DJ		☐
Count songs or hours for per-unit pledges; two people sign off the count	Treasurer		☐
Announce thank-yous to sponsors, staff and volunteers	Chair		☐
Sign-out: release only to adults on the approved list; unclaimed dancers stay with two adults	Sign-out lead		☐
Lock cash and pledge envelopes away; two people count before anyone leaves	Treasurer		☐

Setup (before doors open)

Task	Owner	Due	Done
Mark the dance floor edges and keep a clear lane to every exit	Facilities lead		☐
Place speakers facing the floor and away from the quiet zone; tape every cable run	Music lead		☐

Task	Owner	Due	Done
Set up the DJ table with power, a backup device and the run of show	Music lead		☐
Water station with cups, refill jugs, trash and a towel for spills	Safety lead		☐
Quiet room or zone: seating, low light, ear protection, a sign, one adult assigned	Safety lead		☐
Sign-in table at the main entrance; sign-out table where adults can wait without crossing the floor	Sign-in lead		☐
Pledge and tally desk away from the floor, with a lockable box	Treasurer		☐
First aid station near an exit, with the incident log and contact list	Safety lead		☐
Post signs: restrooms, water, quiet room, first aid, no food on the dance floor	Facilities lead		☐
Walk-through with the facility contact before doors open	Chair		☐

Teardown

Task	Owner	Due	Done
Music down; sign-out complete; headcount matches sign-in	Sign-out lead		☐
Cash and pledge envelopes counted by two people and locked away	Treasurer		☐
Unplug and pack sound and lighting; coil and label cables	Music lead		☐
Collect lost-and-found; note where it will be held	Volunteer coordinator		☐
Clear trash and recycling; wipe spills; remove all tape from the floor	Cleanup crew		☐
Return borrowed and rented items; note anything damaged	Facilities lead		☐
Final walk-through with the facility contact; lights off, doors locked	Chair		☐

After the event

Task	Owner	Due	Done
Day 1: Send per-song or per-hour totals to donors and start collecting pledges	Treasurer		☐
Day 3: Pledge reminder 1	Treasurer		☐
Day 7: Thank-yous to volunteers, sponsors, staff and families	Chair		☐
Day 10: Pledge reminder 2 (final)	Treasurer		☐
Day 21: Close collection; two people count cash; complete the financial report	Treasurer		☐
Day 28: Evaluation meeting: what to keep and change; write handoff notes for next year	Chair		☐

Event-day supplies

- ☐ Speakers, mixer, playback device and a backup device with the playlist saved offline
- ☐ Wireless and wired microphones, spare batteries
- ☐ Extension cords, power strips, gaffer tape, cable covers
- ☐ Water, cups, refill jugs, trash bags
- ☐ First aid kit, incident log, contact list
- ☐ Ear protection for young dancers and anyone who asks
- ☐ Quiet-room kit: seating, low light, fidgets or calm activities, a visual schedule
- ☐ Sign-in and sign-out sheets, approved-adult list, pens
- ☐ Wristbands or name tags
- ☐ Signage and tape
- ☐ Pledge envelopes, lockable cash box, tally sheet
- ☐ Timer or large clock visible to the DJ
- ☐ Rules cards and the run of show for every lead