



Greater Cincinnati Dance Alliance is a collaborative community of dance makers and supporters with the collective vision to promote access, communication, visibility, education, training, and the performance of diverse dance genres.

GCDA Projects/Events Check List

For project/event proposals selected & approved by GCDA

Thank you for leading a GCDA Project/Event!

If you have any questions, please contact the Project/Event Committee.

- **Project/Event development**

- Make a list of project/event details
- Confirm/secure location(s), date(s), and time(s) of your project/event
- Create a time line for your project/event

- **Main committee**

- Contact people interested in your project/event
- Estimate time commitment for those interested in participating in your project/event
- Create dates for your committee meetings
- Designate specific tasks to committee members and ask for updates and reports on assignments
- Discuss ways to stay on task and develop project/event successfully
- Get volunteers for day of event in place
- Send report of important updates to PEC Chair, when necessary
- Share updated information at General meetings
- All substantive changes to approved proposals must be submitted in writing to PEC for review.**

- **Develop budget/ funding committee**

- Must submit GCDA budget form with proposal submission (budget form can be found on GCDA website)
- Create a list of essentials (location / venue fees, equipment, refreshments, PR, flyers, t-shirts, artwork, etc.)
- All budgets need approval from the Board to receive GCDA funding

- **PR Needs**

- Do not use GCDA Logo without permission
- Refer to GCDA PR Policies
- Create targeted audience list
- Identify PR and advertising materials needed (i.e. announcements, brochures, flyers, t-shirts, signs; etc.)
- Communicate PR plans and create timeline with PR Chair

- **GCDA Project/Event Forms**

- Read GCDA Proposal Packet thoroughly before deciding to submit proposal to PEC
- Remember to list potential legal/insurance issues (must use GCDA waiver forms)

Please submit final project report of the process