



OFFICIAL PUBLICATION OF THE
SQUARE DANCE FEDERATION OF MINNESOTA, INC

Club Packet

2009 – 2010

2009-2010

Dear Club Leader:

This is your club's The ROUNDUP packet. It contains the "How," "When," and "Where" for all the information your club will be submitting to The ROUNDUP for publication during the next year.

We depend on you as club leaders to distribute this material from The ROUNDUP. ***Please be sure that the right person in your club receives the appropriate enclosed information.***

The suggestions, guidelines, and contract terms may seem rigid for a square dance activity where we are usually happy-go-lucky. However, since The ROUNDUP board is made up of volunteers, these rules make for smoother operations and help minimize the time requirements for each member of the board. With the input of over 150 clubs and advertisers we ask that you take the time to read and follow the directions for each of your individual jobs to make our jobs easier.

NOTE: TIME REQUIREMENTS

SEND: All club news, condolences, get wells, and congratulations to your REGIONAL EDITOR (listed in the heading for your region's news) by the **20th of the month**, two months prior to the issue in which it will appear. **For example, June 20th for the August issue.**

All other items must reach the appropriate The ROUNDUP board member by the 25th of the month, two months prior to the issue in which it will appear. *We also appreciate getting information early around the holidays, due to possible mail delays.* Check the most current issue of The ROUNDUP for a complete list of deadlines.

We hope this information will be helpful to you and your club. If you have questions or suggestions, please feel free to contact the appropriate board member of The ROUNDUP. All members, along with their duties, are listed on page two of The ROUNDUP. Always refer to the most current issue for current personnel.

It is very important that distribution of this information is promptly given to the appropriate member of your club. Please do so as soon as possible. ***You will also want to be sure this information is forwarded to the new incoming officers before the start of the new dance season.*** There is usually a lot of confusion with the August issue, due to new club officers not realizing they are expected to get the dance listing, news and ads in by the June deadline.

Thank you in advance for your cooperation. See you in a square!

Sincerely,
The ROUNDUP Board

ATTENTION: ALL CLUB PRESIDENTS

Order copies of The ROUNDUP For your graduates

If your club needs copies of The ROUNDUP to present to your graduates, use the form below, or copy it for your order. Please observe the dates indicated on the schedule.

Issues will be available after the 3rd Tuesday of the month.

Club name _____ Issue needed _____

Contact person _____ Number of copies ____ @1.50 = _____

Address _____

Please include a check with order.

Twin City area clubs **MUST** pick up their copies from a board member of The ROUNDUP.
All others will be mailed.

We will pick up our copies from _____.
(The ROUNDUP board member)

Mail to: Subscription Editor
Listed on page 2 of The ROUNDUP

Club Leader

“Who Gets What” Within Your Club

The following pages are divided into categories as listed below. Please divide up this packet and distribute the appropriate pages to the person in charge of each category in your club:

CLUB REPORTER – all news articles are sent to the *Regional Editor ONLY*.

- Guidelines for handling and writing club news
- Sample news article

ADVERTISING – all advertising for The ROUNDUP are sent to the *Advertising Manager ONLY*.

- Highlights and changes
- Advertising contract and billing record
- Guidelines for preparation of ads
- Ad sizes and borders

SUBSCRIPTION DANCE – club dance designated for encouraging members to subscribe to The ROUNDUP publication.

- Suggestions for conducting The ROUNDUP subscription dances
- Complete the Special Event form and submit timely to the Dance Listing Editor

DANCE LISTINGS – all submissions for classes, dances, and special events are sent to the *Dance Listing Editor ONLY*.

- Open dance listing instructions and forms
- Special events instructions and forms

All dance class instructions and forms

CLUB REPORTER

Guidelines for Efficient Handling of Club News

1. **SEND club news, condolences, get wells, and congratulations to your REGIONAL EDITOR** (listed in the heading for your region's news) by the 20th of the month, two months prior to the issue in which it will appear. **For example, June 20th for the August issue.**
2. The above information should be mailed to the **REGIONAL EDITOR** for your region. You will find that person listed in the heading for your region news in a current issue of The ROUNDUP. Please type the information in **Times New Roman, font size 10. Do not type in all capital letters, as someone will have to retype it.**
3. **Limit articles to 150 words or less.** Count every word and put the count at the bottom of the page. Longer articles will be edited by the regional editor and/or board member. We make every effort never to change the meaning.
4. Please use 'Left Align'. At the top of the article type the club name at the left (using font size 12). Under the club name, type the city name of where the club dances (using font size 10). Both the club name and city may be bold.

Example: **Dakota Grand Squares**
 So. St. Paul

5. Remember, your regional editor will have several news articles to edit before sending on to The ROUNDUP. Anything you can do to ensure that your article will not have to be retyped, resized, or edited to reduce the word count will be greatly appreciated.
6. Photos and a short caption can be sent to The ROUNDUP through your regional editor or directly to the editor. **Photos are the only item the editor will accept directly, all other news must go through the regional editor.** If you email a photo, please send as a JPEG. You can send color or black & white. It will be printed in black & white. If sending by mail, write any pertinent information on the back of the photo and enclose a self-addressed stamped envelope if you want the photo returned.
7. If you have any questions, please contact your regional editor first. If that person cannot answer your questions, contact the appropriate The ROUNDUP board member.
8. Reminder: All The ROUNDUP board members, except the regional editor (#1 above) along with their duties, are listed on page 2 of the current issue. **Always refer to a current issue for current personnel.**

CLUB REPORTER

Rules and Guidelines for Writing Club News

1. The ROUNDUP must abide by the following regulations: “The words lottery, 50/50 drawing, cash drawing, or any word conveying this meaning may not be used in news or advertising items.” The post office will refuse to accept for mailing anything that violates this regulation. You may, however, mention prizes, door prizes, or drawings for prizes. This also applies to advertising.
2. No mention of, or inference to alcoholic beverages is allowed in The ROUNDUP. This applies to both news items and advertising.
3. Make your articles brief, interesting and newsworthy, pertaining only to dancing or club activities.
4. Do not advertise future dances or lessons. Dance Listings and Lesson Listings provide this information. Also, we need our paying advertisers to help defray the cost of the magazine!
5. List congratulations, condolences, and get wells at the end of the news article, so it can be easily removed to a separate page. Remember, your news is also six weeks old by the time people read it.
6. Check and double-check the spelling of all names. You are responsible for the correct spelling of club names, members, callers, and cuers.
7. Do not mention people going on vacation, unless dancing is involved. List only “special” birthdays and anniversaries.
8. Omit saying, “Everyone had a good time.” This is taken for granted.
9. Refrain from repeated thanking club members for performing their regular duties. Do not excessively praise callers/cuers. List only “special” menus.
10. Avoid lengthy lists of participants’ names, especially if the same people are named repeatedly. You may use phrases such as “two squares”, “three couples”, etc. An exception to this are names of participants at “special” events.
11. Avoid using the phrase “plus squares attended.” For example: if there were over 4 squares at the dance, say “over 4 squares attended, “not “4 plus squares attended”.

CLUB REPORTER

Sample Format for Club News Article

Use upper and lower case letters, as shown here. Do not type in all capital letters. Indent paragraphs two spaces and two spaces between sentences. Double space between heading and body of the text. Single space throughout body of text.

Ruff and Ruffles Duluth

February 16, we honored our club's past presidents at our Presidents' dance. Nine couples and one single are still active with us and represent ten of the past years' presidential officers. They were warmly acknowledged by our current president, Dick & Arlene Smith, and thanked for their years of service.

A total of 18 squares attended this dance. Besides our own former officers, we had presidents from Circle 8, Harbor Squares, Dakota Grand Squares, and First City Squares. They danced free as a token of our appreciation for their service to square dancing.

Caller, Bill Watt, livened up the evening with his yodeling and singing calls. Round dance cuer, Kurt James, did the cuing for our avid round dancers.

Harbor Squares retrieved their small banner we had stolen at their Jan. dance. Banners don't stay long in one spot around here with the traveling that clubs do every month.

Word count 149 (please count each word)

CLUB REPORTER

Editing Guidelines for Club Reporter

1. In the interest of saving space, make the following abbreviations:
 - a. Abbreviate days of the week: Sun, Mon, Tues, Wed, Thurs, Fri, Sat. Spell out in full when it is the first word of a sentence. No period required unless at end of sentence.
 - b. Abbreviate months of the year, except May, June, and July. Use the first three letters of all others, except Sept. Spell out in full when it is the first word of a sentence.
 - c. Spell out the names of states, except use post office abbreviations if city is included.
2. Spell out exact numbers of less than 11; use figures for numbers of 11 or more (e.g., four squares, 21 dancers).
3. Spell out a number when it is the first word of a sentence. (e.g., Thirty-four couples attended the dance.)
4. Do not use st, nd, or th after dates. (e.g., The dance was held May 10.)
5. Form the plurals of proper nouns by adding s' if the name ends in s, x, z, ch, sh, add es. (e.g., The Kellys, Collinses, and Jacobsons danced at the state convention.)
6. Form the possessive of a singular noun by adding an apostrophe and an s (e.g., St. Patrick's Day, visitor's badge, Finland's vineyards).
7. Form the possessive of a plural noun ending in s by adding only an apostrophe. For plurals that don't end in s, add an apostrophe and an s (e.g., new dancers' dance, beginners' class, Firemen's Hall).
8. Do not capitalize descriptive titles like president, vice president, secretary, historian, queen, or king. (e.g., Our queen, Bette, did a fine job of representing our club.)
9. There is no such word as exhibiting. (e.g., do not say...will be exhibiting with us next month. Change this to read...will join us for a exhibition.)
10. When referring to our state square dance magazine, spell it as The ROUNDUP.
11. Titles of complete works that are published as separate items may be underlined, typed in all capital letters, or set in italics: for example, books, pamphlets, long poems, magazines, and newspapers. (e.g., See The Gregg Reference Manual, paragraph 289. See THE GREGG REFERENCE MANUAL, paragraph 289. See *The Gregg Reference Manual*, paragraph 289.)
12. The word "fun" is often overused. Try substituting words like entertaining, enjoyable, pleasant, lively, delightful, festive, rigorous, exciting.
13. The following words should not be capitalized: round dance, square dance, clogging, super banner.
14. Check for the correct spelling of officers, callers, and cuers. In addition to this guide, use the current Minnesota State Federation Directory.

CLUB REPORTER

Editing Guidelines for Club Reporter Common Spelling and Capitalization Errors

a.m./p.m. – do not capitalize, no space between
and – use in all instances except when joining two names (Bob & Faye)
afterparty – one word, not hyphenated
air-condition – hyphenated, used as a verb
air-conditioned – hyphenated, used as an adjective
air conditioning – no hyphen, used as a noun
air conditioner – no hyphen, used as a noun
bylaws – one word, not by-laws
clogging – not capitalized
co-chairpersons – hyphenated
convention – not capitalized unless part of Minnesota State Convention or 55th Minnesota State
Convention, or 2002 Minnesota State Convention. (must be part of the official name)
cue, cued, cuing – not cueing
doughnut – not donut
emcee – M.C.
federation – not capitalized unless part of Minnesota Square Dance Federation or Square Dance Federation
of Minnesota (must be part of the official name)
get-together – hyphenated, used as a noun
good-bye or good-bye – both are correct
handmade – one word
ice cream – no hyphen
king – do not capitalize
Mainstream – one word, capitalize first letter
midnight – one word, no hyphen
national caller – do not capitalize
night – not nite
PLUS – all capitalize
pom-pom – one word, not pom pom, not pom-pom
potluck – one word, not pot luck, not pot-luck
president – capitalize only as a formal title before a name
queen – do not capitalize
round dance, rounds, etc. – do not capitalize
The ROUNDUP – correct spelling and capitalization
secretary – do not abbreviate
secretary-treasurer – hyphenated
springtime – one word, no hyphen, do not capitalize
summertime – one word, no hyphen, do not capitalize
square dancing, square dancing – do not capitalize, do not hyphenate
through – not thru
traveled or travelled – both are correct
traveling or travelling – both are correct
turnout – one word, do not hyphenate
vice president – two words, do not capitalize do not hyphenate
weekend – one word, do not hyphenate
workout – one word, do not hyphenate

ADVERTISING

Guidelines for Preparation of Ads

1. Read and understand the terms of the contract.
2. No ads will be created by the advertising manager.
3. Send exact size. If ad copy size must be changed (zoomed) then unwanted distortions may be encountered. The size dimensions are listed on last page of each ROUNDUP issue.
4. Do use a border. Exceptionally bold borders made your ad stand out. Squared borders make for better looking ads.
5. It is best not to write on the ad. Use black and white for best contrast.
6. It is best to use black and white pictures. Color pictures may lose contrast when printed.
7. Furnish good, clear copy for best reproduction. If you use a “master copy” for your ads, be very cautious of making copies of copies. A copy is never as good as the original copy.
8. Try not to use every available space on the ad. Too much information crammed into an ad is messy and hard to read.
9. Be sure to check your spelling.
10. Remember, your ad in The ROUNDUP will only be as good as the submitted copy. Good ads produce good results.
11. **When emailing to the advertising manager, send as a .PDF, .JPEG, or .TIF file.** Do not embed in HTML or your email file. These files must be able to be downloaded as appropriate types.
12. Retain a copy of your ad in case it is lost. Please mail your ad first class via U.S. mail as backup. Do not use special delivery, Federal Express, overnight mail, etc. These services may actually be slower if no one is present to accept delivery.
13. Do not crease through the ad copy when mailing as it may show when placed in the magazine. Use an envelope large enough for the ad to lie flat. Be sure you use adequate postage; large envelopes may require additional postage.
14. Ads that are printed unchanged for several months should be replaced with fresh copy at least once a year.
15. **Send ads to the advertising manager only.** DO NOT send to the editor, open dance listings editor, or anyone else. The name, address, and phone number is printed on page 2 of The ROUNDUP.
16. For ads that are not prepaid, send ad and payment together. **Discounted rates only apply to contracts paid in full at the start of the contract.**
17. **Deadline** for ads to be in the hands of the advertising manager is the 25 of the month, two months prior to the month of the issue in which the ad will appear, i.e. Feb. 25 for the April issue. Ads received after the deadline may be too late for printing. Please note: **Deadline for submissions for June/July issue is April 25. Deadline for submission for August is June 25.**

ADVERTISING

PREPAYMENT OF CONTRACT SAVES YOU MONEY!

1. Full payment of an entire contract received with or before the first ad is printed, qualifies advertisers for an approximate 5% discount. (See Discount Rate Schedule next page)
2. There may be a \$2 service charge each time an ad is billed.
3. Ads need not be for consecutive months, but they must be during the 11 issues contract period.
4. Read all of the terms of the contract for clarification of these and other points.

WHO -- APPLY TO ADVERTISERS WITH FULLY PREPAID CONTRACTS ONLY

WHAT -- Record of how contracted space will be used.

WHEN -- Return with contract and payment in full.

WHY -- For planning purposes and to reduce our bookkeeping.

ADVERTISING

Contract Rates – CAMERA-READY or .tif files Effective 2008-2009

Basic Rates / per ad					Discount Rates / per ad (total) (Paid in full at start of contract)				
	1 iss	4 iss	9 iss	11 iss		1 iss	4 iss	9 iss	11 iss
Full Page	\$66	\$55	\$46	\$39	Full Page	\$63	\$52 (208)	\$44 (396)	\$37 (407)
Half Page	\$44	\$36	\$30	\$26	Half Page	\$42	\$34 (136)	\$28 (252)	\$25 (275)
Qtr Page	\$29	\$24	\$21	\$17	Qtr Page	\$28	\$23 (92)	\$20 (180)	\$16 (176)
Sixth Page	\$20	\$17	\$15	\$12	Sixth Page	\$19	\$16 (64)	\$14 (126)	\$11 (121)

Prepayment of contracts **Saves You Money.**

(No service charges for billings and discount rates that apply are apx 5% lower than basic rates.)

Copy Size (inch)

Full	7 ½ H x 4 ¼ W
½ page (horz)	.3 ¾ H x 4 ½ W
½ page (vert)	.7 ½ H x 2 ¼ W
¼ page (horz)	1 7/8 H x 4 ½ W
¼ page (vert)	3 ¾ H x 2 ¼ W
1/6 page (horz)	1 ¼ H x 4 ½ W
1/6 page (vert)	2 ½ H x 2 ¼ W

Note: There may be a **\$2 service charge** for each billing.

Send contract and payment to:
Advertising Manager (See current The ROUNDUP)

Terms:

- To avoid billing service charge (\$2 per billing), payments for ads must be received no later than the 10th day of the month, 2 months prior to their publication. (i.e., payments for ads in the Aug issue must be received by June 10) Bills will be sent on or about the 15th of the month. **Ads may not be published for accounts in arrears in excess of \$50 or for which payments are not received within 30 days from date of billing.**
- For new or one-time advertisers payment for first ad must accompany ad.
- Contracted ads not received will be charged at the contracted price. Ads must be received by the 25th of the month, two months prior to the month of publication (i.e. July 25 for the Sept. issue).
- Organizations holding an ad contract may submit additional and/or larger ads for any month. Prices will be the basic rate for that contract period unless those ads are specified and prepaid at the start of the contract. In that case the discount price will apply.
- Each ad submitted under a given contract must contain reference to the person or organization holding the contract; i.e., buy including the statement "Sponsored by NAME", if not mentioned in the ad.
- Cancellation of a contract must be submitted in writing to the Advertising Manager. Prices for ads that have already been printed will be adjusted up to the rates in the table for that number of months. Conversely, prices for ads already printed under a shorter contract that is extended will be adjusted down to the rates in the table.
- Multiple ads may be submitted as a single larger ad, (e.g., ¼ + ¼ + ½ = 1 page), but must be submitted **.PDF, .JPEG, .TIF file or a clear format that can be scanned**, in the combined size for the single larger ad rate to apply.
- There may be no mention of (or reference to) alcoholic beverages, raffles, 50-50 drawings, cash drawings, or lotteries in ads. (Federation and/or Postal regulation)
- The ROUNDUP reserves the right to reject ads not considered suitable for printing.
- Location of ads in The ROUNDUP is at the discretion of the editor.
- Advertising rates may be changed upon 30-days notice to contract holders.
- Checks returned for non-sufficient funds will be charged \$30.

ADVERTISING CONTRACT for The ROUNDUP publication

2009-2010

Organization _____

Ads need not be for consecutive months.

Must be during the 11 issues contract period.

Do not fill in

Effective Contract Date _____

Expiration Date _____

Fill out and sign this copy of the contract. **Keep a copy for your records. Please use the billing record below to track your payments.** Send original and payment to the advertising manager (see page 2 of The ROUNDUP).

Date _____

Please insert my advertisement in The ROUNDUP commencing with the _____ (month) issue to occupy _____ (size) page for _____ (number) of months.

Name of club, caller, and/or shop: _____

Club President: _____ Person responsible for ad preparation:

Address: _____

Phone: _____ Zip: _____

Name: _____

Address: _____

Phone: _____ Zip: _____

Club Treasurer: _____

Address: _____

Phone: _____ Zip: _____

Send bill to: _____

Address: _____

Phone: _____ Zip: _____

Authorized signature: _____ Print name: _____

The ROUNDUP USE ONLY								
Date	Month of Ad	Size	Billing Date	Check No.	Debit	Credit	Balance	Remarks

SUBSCRIPTION DANCE

A Subscription Dance for The ROUNDUP

1. ***Why have a subscription dance?*** The ROUNDUP is packed with current information and dance listings in the Minnesota area, and it promotes square dancing. That benefits all of us!
2. Subscription dances can be listed in both the Special Events and Open Dance listings. Please send in both forms to the dance-listing editor.
3. The ROUNDUP does not provide any discounts or free subscriptions at subscription dances. Clubs sponsoring a subscription dance are not required to provide discounts or free subscriptions. However, some clubs choose to lower admission or give a free subscription at their expense.
4. Clubs should call the editor at least one month prior to the dance to see if The ROUNDUP board members can be present. We will make every effort to be available if schedules permit.
5. Subscription forms should be used and the subscriber given the carbon copy as a receipt. If The ROUNDUP members are to help at the dance, they will bring the forms; if not, the club will receive them by mail.
6. Renewal months will be added to the months remaining on the existing subscription.
7. Cash should not be sent through the mail. Make checks payable to "The ROUNDUP." Send checks and completed subscription forms directly to the subscription/circulation manager as listed in a current magazine. Subscriptions received by the 1st of any month will be effective for the next billing month's mailing.
8. See the next page for specific instructions on filling out subscription blanks.

SUBSCRIPTION DANCE

Instructions for filling out The ROUNDUP subscription order form

1. Ask subscribers to fill out their own forms. (They can do it faster and more accurately). **Please ensure they print all information clearly.**
2. Please have them circle “new”, “renew”, or “address change”. Clarify that renewal months will be added to the months remaining on the existing subscription.
3. The person selling the subscription should make sure everything is legible; indicate the amount collected on the form, then sign and date the form.
4. Give yellow copy to subscriber as receipt.
5. Send original with checks (not cash) directly to The ROUNDUP subscription manager as listed on page 2 of The ROUNDUP.

Thank you,
The ROUNDUP Board

The ROUNDUP Subscription, Mail to:
Subscription Manager
Address listed on back cover of The ROUNDUP

Must be received by the first of the month to receive the next month’s issue.

Address Change

Renewal

New

Enclosed is \$_____ for _____ years.

Subscription Rates:

\$7.50 first year subscription for paying Mainstream students. No refunds.

\$15 per year. No refunds.

Make all checks payable to The ROUNDUP.

(Not responsible for currency sent through the mail.)

Checks returned for non-sufficient funds will be charged \$30.

Please clearly print your name and address as you want it to appear on your mailing label.

Old Address

Current

_____ City _____ Zip _____

E-mail address _____

(E-mail address will not appear on mailing label.)

Sold by _____ Club _____

DANCE LISTINGS

Instructions for Filling Out the Forms

Please fill out the form carefully. If the following instructions are not properly followed, time constraints may prevent your dance from being listed in The ROUNDUP.

Listings must be submitted on current Dance Listing forms only (electronic version preferred). An electronic version may be found at www.theroundupmn.com. **DESTROY ANY OLD FORMS. PLAN AHEAD, MAKE COPIES.**

Mail either electronically or via U.S. mail the dance listings on the proper form to the dance-listing editor, so they arrive by the 25th of the month, two months prior to the issue in which they will appear. (See next page for mailing schedule.)

To reduce errors and make the listing process more efficient, there are three different forms:

Open Dance Listings Classes / Lessons Listings
Special Events

Open Dance Listing Form: Use one form for each month under normal circumstances. **A separate form is needed if different dance levels are danced on different dates.** The dance level must be in accordance with Callerlab recommendations (see next page).

1. Type or print neatly in ink to avoid errors.
2. Double check all information and spelling of names for callers, cuers, schools, addresses, etc.
3. Fill in the **month and year; Club name, and region.**
4. **Mark only the weeks of the month there is actually a dance.**
5. Do not put dances for more than one day of the week on one form. For example, if your club dances on two different days of the week (e.g., 1st Friday and 3rd Saturday), use two forms. **NO EXCEPTIONS FOR A WEEKEND EVENT, A FORM MUST BE FILLED OUT FOR EACH DAY.** If your event covers more than one night, you can add “also Saturday or Sunday night dancing”, on the information line.
6. **Please the following information in the correct week:** Location, directions, cuer, caller, time and any other information. Be sure to include a contact person – visitors may need to call for more directions.
7. **Please state whether lunch is potluck (all dancers are welcome to contribute) or club furnished.** Remember the listings are also for dancers who may not be familiar with your club practices on lunch.
8. **Include a contact person and phone number.** This will encourage guests to your dance.

If you know your entire season’s schedule, send all forms together to save time and postage. Remember, a separate form for each month. **Keep a record or copies of what you submit**, in case changes need to be made. Notify the dance listing editor of any changes in a timely manner.

Remember, your listing is only as accurate as the information submitted. Person submitting the forms must fill in their name, address, and phone number in case of any questions.

DANCE LISTINGS

Instructions for Filling Out the Forms (con't)

Special Events Form: Follow the directions on previous page for filling out the form.

To qualify as a Special Event, the dance must meet at least one of the following criteria:

1. State, regional, or federation function.
2. The ROUNDUP subscription dance.
3. Event sponsored by a state federation-affiliated square dance caller (such as MSDCA) or round dance cuer (such as RDCA).
4. Benefit dance (fund raiser for a worthy cause).
5. Free promotional dance (street dance, county fair, etc.)

If a dance qualified as a Special Event, **also submit an Open Dance Listing form** in addition to the Special Event form.

Classes / Lessons Form: Follow the instructions on the previous page for filling out the form.

1. **Classes can be listed for three months** (e.g., the month before classes start, the month classes begin, and the month after classes have started.) This would normally be August, September, and October.
2. On all forms, give the exact dance location. Many new dancers, as well as angels may not be familiar with your area.

The Dance Listings should be sent to the dance-listing editor. Name, address, phone number and email address are listed on page 2 of The ROUNDUP. Listings are preferred by email. Send via U.S. mail the paper copy as backup.

To Arrive No Later than the 25th of the month, as follows:

June 25 for the August issue	December 25 for the February issue
July 25 for the September issue	January 25 for the March issue
August 25 for the October issue	February 25 for the April issue
September 25 for the November issue	March 25 for the May issue
October 25 for the December issue	April 25 for the June/July issue
November 25 for the January issue	

Or, all forms may be sent in for the entire year.

The following CALLERLAB abbreviations for dance levels must be used.

ND.... New Dancers	RD.... Round Dancing
MS.... Mainstream	C/W... Country Western
PLUS.. PLUS	FOLK.. Folk (any level)
A1.... Advanced 1	WS..... Workshop at any level
A2.... Advanced 2	
C1.... Challenge 1	
C2.... Challenge 2	