



**OFFICIAL PUBLICATION OF THE
SQUARE DANCE FEDERATION OF MINNESOTA, INC**

Dance Listing Information

Last updated: May 2017

Open Dance Listings

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

1. The dance listing is due to the Dance Listing Editor according to the following schedule.

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

Note: All forms could be sent in for the entire year at one time.

2. Please enter your information on-line via The ROUNDUP website: www.theroundupmn.com.
3. If you don't have access to the internet, please use the following forms. Type or print neatly in ink to avoid errors. Fill in The ROUNDUP issue blank for the month/year the dance is held & club name, etc. Under details you can include potluck, and any miscellaneous information.
Double check all information for accuracy!
4. Do not put dances for more than one day of the week or dance level on the same form. For example if you club dances on different days of the week [1st Friday MS and 2nd Saturday Plus] use two forms. A weekend event should have a separate form for each day.

5. The following CALLERLAB abbreviations for dance levels must be used:

B	=	Basic	A2	=	Advanced 2
ND	=	New Dancers	C1	=	Challenge 1
C50	=	Club 50	C2	=	Challenge 2
MS	=	Basic & Mainstream	RD	=	Round Dance
Plus	=	Plus	FOLK	=	Folk [any level]
WS	=	Workshop level	CONTRA	=	Contra
A1	=	Advanced 1	HEX	=	Hexagon

OPEN DANCE LISTING FORM

Use one form per month only

Must be received by the 25th of the month-Two months before the event

ROUNDUP Issue:	Club Name:
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Circle the appropriate items below

Day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
Week(s) of the month	1	2	3	4	5	Every					
Dance Level	ND	MS	Plus	A1	A2	C1	C2	RD	HEX	Folk	Other

First Week	Date:
Facility Name:	
City/State:	
Address:	
Directions:	
RD Cuer:	Time:
SD Caller:	Time:
Workshop:	Time:
Theme-Food:	
Contact Info:	

Second Week	Date:
Facility Name	
City/State	
Address	
Directions	
RD Cuer:	Time:
SD Caller	Time:
Workshop:	Time:
Theme-Food	
Contact Info:	

Third Week	Date:
Facility Name:	
City/State:	
Address:	
Directions:	
RD Cuer:	Time:
SD Caller:	Time:
Workshop:	Time:
Theme-Food:	
Contact Info:	

Fourth Week	Date:
Facility Name:	
City/State:	
Address:	
Directions:	
RD Cuer:	Time:
SD Caller:	Time:
Workshop:	Time:
Theme-Food:	
Contact Info:	

Fifth Week:	Date:
Facility Name:	
City/State:	
Address:	
Directions:	
RD Cuer:	Time:
SD Caller:	Time:
Workshop:	Time:
Theme-Food:	
Contact Info:	

Send this completed form to the current Dance Listing Editor listed on page two in The ROUNDUP
Date Sent:
Name:
Street Address:
City/Sate/Zip:
Phone Number with Area Code:
Email Address:

Special Events Form

Please send to the current dance listing editor by the 25th of the month-two months prior to the publication.

A special event **MUST** meet at least one of the following criteria to qualify:

Circle the appropriate number below:

1	State Federation function
2	The ROUNDUP subscription dance
3	Event sponsored by a State Federation affiliated Caller or Cuer organization
4	Benefit dance (fund raiser for a worthy cause)
5	Free promotional dance (street dance, county fair, etc.)

The ROUNDUP Issue:	Club Name:
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Circle the appropriate items below

Day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
Dance Level	ND	MS	Plus	A1	A2	C1	C2	RD	HEX	Folk	Other

Fill in the appropriate information below and print clearly:

Date of Dance/Event:	
Facility/Location:	
City/State:	
Address:	
Directions:	
Round Dance Cuer:	Time:
Square Dance Caller:	Time:
Lunch Details:	
Purpose of Event:	
Contact Person:	

Submitted by:

Name:
Street Address
City/State/Zip:
Phone Number with Area Code:
Email Address:

CLASSES/LESSONS LISTINGS FORM

SEND THIS COMPLETED FORM TO:
 The Dance Listing Editor listed on page two of The ROUNDUP
TO BE RECEIVED BY THE 25TH OF THE MONTH
TWO MONTHS BEFORE THE BEGINNING OF CLASS.
CLASSES CAN BE LISTED FOR THREE MONTHS WITH SEPARATE FORMS.

The ROUNDUP Issue: _____	Club Name: _____
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PLEASE TYPE or PRINT LEGIBLY!

Circle the highest level to be taught below:

Round Dance Level: I II III IV V VI

Square Dance Level: B C50 MS PLUS HEX A1 A2 C1 C2

Circle the appropriate items below

Day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week(s) of the month	1	2	3	4	5	Every	

Starting Date: _____

Facility Name: _____

City and State: _____

Street Address: _____

Directions: _____

Caller/Leader/Instructor: _____ Time: _____

Additional Information: _____

Submitted by (use address label, if possible): _____ Date: _____

Name: _____

Street Address: _____

City/State/Zip: _____

Phone Number with Area Code: _____

Email address: _____