

Dream Team Committees



Community Relations

Campus Relations

- ✓ Communicate with Designated Group Representatives (DGRs) about upcoming events, ways to get involved throughout the year, and important updates.
- ✓ Designate and manage Miracle Marks to encourage year-long involvement by participating groups.
- ✓ Reach out to the campus community to encourage participation from a wide variety of student groups, residence halls, Greek organizations, athletic teams, etc.
- ✓ Assign roles for DGRs to be actively involved at the marathon.

Dancer Relations

- ✓ Recruit dancers.
- ✓ Act as “cheerleaders” for dancers leading up to the marathon.
- ✓ Coordinate and host dancer meetings before the marathon.
- ✓ Collaborate with Morale to sell, assemble and distribute survival kits.
- ✓ Set up locker rooms at the marathon.
- ✓ Coordinate dancer activities at the marathon.
- ✓ Oversee dancer registration at the marathon.

Family Relations

- ✓ Communicate with Miracle Families.
- ✓ Organize kick-off event to introduce families to their sponsoring organizations (DGRs).
- ✓ Coordinate Homecoming Hoedown, Holiday Party, Basketball Game (with Special Promotions), Mini-Marathon (with Hospital Relations) and any other family events.
- ✓ Provide families with materials and information about the marathon.
- ✓ Collect t-shirt sizes from families and order their shirts for the marathon.
- ✓ Assemble and distribute family bags for the marathon.
- ✓ Request cots, movies, and other supplies for the family room at the marathon.

Morale

- ✓ Choreograph and teach the line dance.
- ✓ Manage dancer/morale matches and shift schedules.
- ✓ Create and organize color groups.
- ✓ Assemble and distribute morale packets before the marathon.
- ✓ Collaborate with Dancer Relations to sell, assemble and distribute survival kits.
- ✓ Oversee morale registration at the marathon.
- ✓ Execute theme hours at the marathon.

Finance & Marketing

Finance

- ✓ Solicit donations for the Miracle Auction.
- ✓ Solicit in-kind donations for marathon expenses, supplies, etc.
- ✓ Schedule canning dates and confirm locations, transportation, volunteers, etc.
- ✓ Oversee letter-writing (with Campus Relations).

Hospital Relations

- ✓ Communicate with DeVos Hospital representatives.
- ✓ Work with Child Life Specialists to recruit new families.
- ✓ Coordinate hospital tours for Dream Team, DGRs, and others.

- ✓ Coordinate Renucci House dinners.
- ✓ Coordinate Mini-Marathon (with Family Relations) at DeVos Hospital.
- ✓ Act as liaison to arrange and confirm hospital presence at the marathon (speakers, etc.).

Publicity

- ✓ Create promotional materials for any/all Dance Marathon events and activities.
- ✓ Assemble media press kits for local media representatives.
- ✓ Work closely with Hope's Office of Public Relations to manage press releases, etc.
- ✓ Maintain the Dance Marathon website.

Special Promotions

- ✓ Coordinate promotional events such as the spaghetti dinners, Mongolian BBQ, babysitting night, date auction, etc. (in collaboration with Catering, Publicity, and other committees as applicable).
- ✓ Coordinate volunteers to help at Community Day and Hope football game (details provided by Public Relations).
- ✓ Collect and organize ink cartridge donations from campus offices to be redeemed at Cartridge World.
- ✓ Facilitate fundraising activities for DGRs and participating student organizations.
- ✓ Coordinate the Basketball Game promotional activities (working closely with Family Relations).

Logistics

Catering

- ✓ Communicate regularly with Dining Services and Catering about meals at the marathon and other Dance Marathon events throughout the year.
- ✓ Work with Catering to make all necessary arrangements for the spaghetti dinners.
- ✓ Collect guest passes from students on meal plan throughout the year.
- ✓ Solicit food and drink donations for the auction and the marathon.
- ✓ Solicit food donations and/or purchase food for Dream Team and families during the marathon.
- ✓ Manage logistics for dancer and moraler meals at the marathon.

Entertainment

- ✓ Recruit, book and negotiate with any entertainers performing at the marathon.
- ✓ Arrange accommodations for entertainers performing at the marathon (if applicable).
- ✓ Arrange any and all outside services to be provided, including inflatable novelties, staging, and sound equipment (working with Student Life to sign contracts as necessary).
- ✓ Create hour-by-hour master schedule for the event.
- ✓ Provide tech support throughout the marathon.

Event Management

- ✓ Solicit donations and/or purchase themed decorations and all decorating supplies (working closely with the Finance committee to secure donations).
- ✓ Design gymnasium floor plan/layout for the marathon.
- ✓ Reserve dumpsters and work with Physical Plant for any special needs, i.e. tables, trash cans, power, cleaning supplies, etc.
- ✓ Oversee maintenance during the marathon and cleanup after the event.

Security

- ✓ Communicate regularly with Campus Safety about security presence at the marathon.
- ✓ Collect Emergency Contact Information from all dancers, moralers and committee members in advance of the event.
- ✓ Organize registration and check-in/out for the marathon (including online Google docs).
- ✓ Prepare liability waivers for registration.
- ✓ Recruit and train volunteers to staff the marathon.