



COLORADO STATE SQUARE DANCE FESTIVAL

FINAL REPORT FORM

Hosting Council DENVER Festival Dates JUNE 9-10-2023
 Festival Location MARRIOTT HOTEL - Golden, CO
 Festival Theme DENIM AND STARS Attach a copy of the Festival Logo.

REGISTRATION

Early Registrations # _____ Pre Registration # _____ At the Door # _____ TOTAL # 361
 Total July 31 _____ Total October 31 _____ Total January 31 _____ Total April 30 _____
 Distribution of Dancers
 CWASDC 18 DAS&RDC 207 NECSDC 50 SEASDC 65 Other States 12
 List Other States N/A

DANCE PACKAGE PRICES

Attach a copy of all Registration forms

Early Registration

	Adult	Youth
Full Package	\$ <u>29.8</u>	_____
Friday Only	\$ <u>28</u>	_____
Saturday only	\$ <u>35</u>	_____

Pre Registration

	Adult	Youth
Full Package	\$ _____	_____
Friday Only	\$ _____	_____
Saturday only	\$ _____	_____

At Door Registration

	Adult	Youth
Full Package	\$ _____	_____
Friday Only	\$ _____	_____
Saturday only	\$ _____	_____

Other Packages (list) _____ = 361 TOTAL = 120 BADGES = \$240.00

TOTALS Adult Registrations \$ _____ Youth Registrations \$ _____ Others \$ _____
 Cancellations/Refunds \$ 1,716.00 Total Dance Package income \$ 35,366.00 33,389.68

RV PARKING

Total RV Parking nights # SELF Nightly price with Hookups \$ SELF

Price with no hookups \$ N/A Total Income from RV Parking \$ 0.00

Cost with hookups \$ N/A Cost without hookups \$ N/A Total Cost \$ 0.00

CATERING: List the price per person for a full meal Package and individual meals, attach copy of menus.

Package Price \$ 8 Individual Price \$ _____ Total Sold \$ _____
 Package Cost \$ _____ Individual Cost \$ 41.00 Total Cost \$ 17,760.97

HOUSING: List price per person per night, how many nights sold and cost per night

Total income \$ _____ Total expense \$ _____

Name of Host Hotel MARRIOTT WEST Golden, CO

VENDORS: List all vendors and contact information or attach a copy of the contracts

FACILITIES: Attach a copy of the final invoice, a copy of the floor plans for all halls and meeting rooms and any additional expenses related to the facilities such as flooring, security, water service, parking costs, etc.

329
plates

PROMOTION: List the cost of the promotion materials, incentives, mileage, ribbons, dangles and any other promotion related expenses.

Publicity Promotions \$87.⁸⁹ Registration Print + Bars \$1,659.²⁹

Write a brief paragraph explaining your promotion plan and how you carried it out.

PROGRAM: Featured Caller Buddy Weaver Fee \$ 3,000 -
Featured Cuer Sally + Bob Nolan Fee \$ 1,000 -

List level of squares offered, round dance rhythms and levels, Competitions, and other types of dance.

How many Colorado Callers and Cuers participated? 20

Attach a copy of the program booklet and the cost. List cost of any other expenses related to the program.

SPECIAL ACTIVITIES: List special activities during the festival and include the cost of the activity. This would include Fashion Show, sewing seminars, After Party, solo activities, performance groups, etc.

Silent Auction income \$1,544.⁰³ Expenses \$87.60
Exhibitors income \$98.⁹⁷ Performance team income \$60.⁰⁰

NOTES: Share any information or considerations that would be helpful to future festival chairpersons.

FINAL ACCOUNTING:

Total Income \$ 35,283.¹⁷ Total Expense \$ 30,120.²⁸ Profit \$ 5,162.⁸⁹

Attach a copy of the Treasurer's final accounting.

SIGNATURES

Festival Chairperson [Signature] Date 09-26-24

Festival Audit Chairperson _____ Date _____

Highest Square Dance levels:

SSD	27
Mainstream	53
Plus	222
Advanced	32
Challenge	9
Undefined	18
Total	361

Highest Round Dance Levels;

Level 2	37
Level 3-4	81
Level 5-6	11

Dinner Only	2	(not included as registered)
Couples registered	128	
Single Dancers	105	
Single Men	35	
Single Women	70	
Solo Dancers	58	
Men	11	
Women	47	

Eighteen square dance callers and ten cuers registered. This does not include our featured caller and cuers.

Registration expenses were \$864.07.

What went well and not so well:

1. For future festivals I suggest that the registration forms be carefully and clearly written so registration fees cannot be misinterpreted. Far too any dancers (37) paid an invalid price and had to be billed again for the full amount. Ultimately everyone paid up.
2. We had lots of complaints about the high price for the dinner. Some got angry and refused to register.
3. Some were also angry that we did not have a price for Saturday evening only. They refused to attend.
4. Some who got angry were abusive on the phone then they hung up on me.
5. The hotel's meal count did not come out correct. We had a total of 333 registered to for Saturday and 8 of those did not attend. We paid for 340 dinners. We paid the hotel for dinners for everyone who registered, even those who did not show up and the couple who were refused entry because of concealed carry (and we refunded their meal cost). The correct number of meals should have been 330.
6. However, the dinner was well presented and served. Kudos to the hotel staff and servers!

Warren Leggate, Registrar



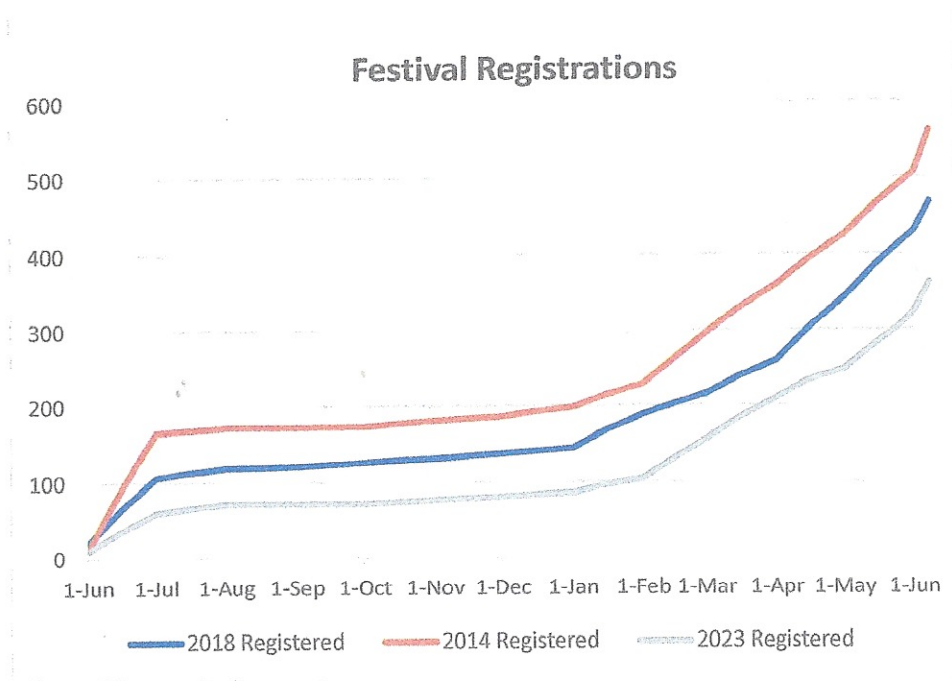
Registration Final Report – 2023 Festival

This report is a wrap-up of registrations for the 2023 Colorado Square Dance Festival held at the Denver West Marriott, June 8-9, 2023.

361 dancers registered for the festival, 128 couples and 105 singles. 298 Registered for the full weekend, 35 for Saturday only and 28 for Friday only. There were two additional people who paid for meal only. Eight who paid for the banquet meal did not attend the banquet. The number of banquet attendees was 330 including the featured caller and the featured round dance cuers.

Total registration receipts were \$35,366.00. This includes \$240.00 for 120 festival badge bars. Registration fees refunded were \$1,716.60. Credit card charges were \$259.72. Therefore, net registration income was \$33,389.68. A total of 18 dancers from 9 households withdrew from the festival. Two dancers overpaid for the festival. One couple was refused reentry due to concealed carry violating hotel rules. Refunds were issued to those 12 households. Since the festival, no-one has requested a refund of registration fees.

Graph of Festival Registrations:



Square Dancers Registered:

Full Weekend	298
Friday Only	28
Saturday Only	<u>35</u>
Total Registered	361

Councils represented:

DEN	207
SE	65
WEST	18
MAPS	50
Out of State	<u>12</u>
	361

**EVENT ORDER**

DENVER MARRIOTT WEST
1717 Denver West Boulevard, Golden, CO 80401
PHONE: (303) 279-9100

Page # 1 of 1
Event Order #: 176299
Quote #: M-KUOHDCO
Folio #: 16107

FUNCTION DAY/DATE: Thursday, June 08, 2023 ✓
ORGANIZATION: Colorado State Square Dance Association

POST AS: Colorado State Square Dance Festival
BILLING ADDRESS: 6362 S Yellowstone Court, Aurora, CO 80016-1338
CUSTOMER: Mrs. Willa Bradshaw Phone #: (303) 250-2542 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Rod Innes
DATE PRINTED: Monday, June 05, 2023

GUARANTEE OF ATTENDANCE IS REQUIRED 3 WORKING DAYS PRIOR TO FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE. A \$150 ROOM RESETTING FEE WILL BE APPLIED TO ROOMS RESET THE DAY OF THE FUNCTION.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-10:00 PM	Group Set Up POST AS: Group Set Up - DO NOT POST	Monarch ✓	\$400.00 ✓	10		100

No Food or Beverage Required at this Time

ROOM SET-UP

Special

**SPECIAL
ARRANGEMENTS**

Outside food and beverage is not permitted. If outside food and beverage is brought in, group is subject to a \$150 fee per day each time items are brought in.

**SECURITY/LOSS
PREVENTION**

Hotel is not responsible for lost or stolen items. Please notify a hotel associate if you wish to have your meeting room locked.

*****GOLD KEYS*****

Please let us Know 3 Things that will make your Meeting a Success!
If we can be of assistance at any time, please pick up the receiver on any house phone and we will be delighted to assist you.

BILLING SUMMARY

A 100% cancellation fee will be applied if function cancels within 30 days of arrival.
Minimum Guarantee will be no less than 90% of Expected Number

Please Note: A Taxable 26% Service Charge and 4.5% Sales Tax is Added to All Meeting Related Charges

Signature: _____

If in agreement, please sign one copy and return

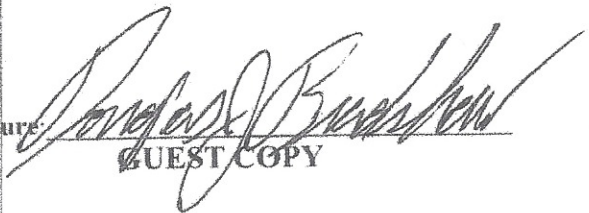
Denver Marriott West
(303) 279-9100

Check #: 282529
Print #: 1
Status: Trial
Business Type: Local
Function Space: Monarch ✓
Event Manager: Rod Innes

Colorado State Square Dance Festival
6362 S Yellowstone Court
Aurora, CO 80016-1338
Contact: Willa Bradshaw
Thursday, June 08, 2023 ✓

Page #: 1
Folio #: 16107
Bill Method: Credit Card
Event Order #: 176299

Quantity	Item	Unit Price	Total Price
	Room Rental		
1	Monarch	\$400.00	\$400.00
	Subtotal Room Rental		\$400.00
	F&B SERVICE CHARGE-L		\$104.00
	STATE SALES TAX - L		\$3.02
	CITY SALES TAX - L		\$1.66
	Grand Total:		\$508.68

Signature: 

GUEST COPY



EVENT ORDER
DENVER MARRIOTT WEST
1717 Denver West Boulevard, Golden, CO 80401
PHONE: (303) 279-9100

Page # 1 of 1
Event Order #: 282370
Quote #: M-KUOHDCO
Folio #: 16107

FUNCTION DAY/DATE: Thursday, June 08, 2023
ORGANIZATION: Colorado State Square Dance Association

POST AS: Colorado State Square Dance Festival
BILLING ADDRESS: 6362 S Yellowstone Court, Aurora, CO 80016-1338
CUSTOMER: Mrs. Willa Bradshaw Phone #: (303) 250-2542 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Rod Innes
DATE PRINTED: Monday, June 05, 2023

GUARANTEE OF ATTENDANCE IS REQUIRED 3 WORKING DAYS PRIOR TO FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE. A \$150 ROOM RESETTING FEE WILL BE APPLIED TO ROOMS RESET THE DAY OF THE FUNCTION.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
7:00 AM-10:00 PM	Group Set Up POST AS: Group Set Up - DO NOT POST	Grand Ballroom		10		100

No Food or Beverage Required at this Time

ROOM SET-UP

Special
See Diagram

SPECIAL ARRANGEMENTS

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*****GOLD KEYS*****

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BILLING SUMMARY

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Please Note: A Taxable 26% Service Charge and 4.5% Sales Tax is Added to All Meeting Related Charges

Signature:

If in agreement, please sign one copy and return

Denver Marriott West
(303) 279-9100

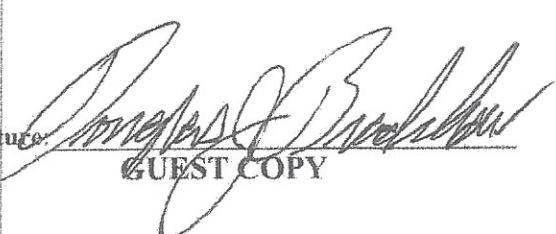
Check #: 282511
Print #: 1
Status: Trial
Business Type: Local
Function Space: Grand Ballroom ✓
Event Manager: Rod Innes

Colorado State Square Dance Festival
6362 S Yellowstone Court
Aurora, CO 80016-1338
Contact: Willa Bradshaw
Thursday, June 08, 2023 ✓

Page #: 1
Folio #: 16107
Bill Method: Credit Card
Event Order #: 282370

Quantity	Item	Unit Price	Total Price
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Grand Total: \$0.00

Signature: 

GUEST COPY

**EVENT ORDER**

DENVER MARRIOTT WEST
1717 Denver West Boulevard, Golden, CO 80401
PHONE: (303) 279-9100

Page # 1 of 2
Event Order #: 692265
Quote #: M-KUOHDCO
Folio #: 16107

FUNCTION DAY/DATE: Saturday, June 10, 2023
ORGANIZATION: Colorado State Square Dance Association

POST AS: Colorado State Square Dance Festival
BILLING ADDRESS: 6362 S Yellowstone Court, Aurora, CO 80016-1338
CUSTOMER: Mrs. Willa Bradshaw Phone #: (303) 250-2542 Fax #:
IN-HOUSE CONTACT: SAME
MANAGERS: Rod Innes
DATE PRINTED: Tuesday, June 06, 2023

GUARANTEE OF ATTENDANCE IS REQUIRED 3 WORKING DAYS PRIOR TO FUNCTION. OTHERWISE THE EXPECTED WILL BECOME THE GUARANTEE. ROOM ASSIGNMENT IS SUBJECT TO CHANGE. A \$150 ROOM RESETTING FEE WILL BE APPLIED TO ROOMS RESET THE DAY OF THE FUNCTION.

TIME	FUNCTION	LOCATION	ROOM RENTAL	ATTENDANCE		
				EXP	GTD	SET
8:00 AM-11:59 PM	Dance	Grand Ballroom		300	329	3
4:30 PM-5:30 PM	Hotel Set Up	Grand Ballroom		300	329	329
5:30 PM-6:30 PM	Dinner	Grand Ballroom		300	329	329
6:30 PM-7:30 PM	Hotel Set Up	Grand Ballroom		300	329	3

5:30 PM Dinner**Square Dance Plated Menu**

Assorted Dinner Rolls (QTY330)
Cold Iceberg Wedge (QTY330)
with cucumbers, chives and tomatoes, drizzled with buttermilk ranch
Oven Roasted Chicken Breast (QTY143)
Served with mashed potatoes and seasonal vegetables. (No Sauce Options for Dietary Restrictions.)
with sherry bacon vinaigrette, haricot verts & mixed mushrooms
Salmon (QTY174)
(GF) Served with wild rice pilaf and seasonal vegetables.
with portobello and red wine mushroom emulsion
Vegetarian (QTY12)
No Restrictions
Chef's Choice
Dessert Cheesecake (QTY300) **329**
Raspberry coulis and fresh vanilla whipped cream

\$41.00 per Person

ROOM SET-UP

8:00 AM-11:59 PM Dance Grand Ballroom
Rounds of 10
5:30 PM-6:30 PM Dinner Grand Ballroom
Rounds of 10
5:30 PM-6:30 PM Dinner
Missing Person Display Table Missing Person Display Table
Rounds of 80
Tables Pre-set for Ice Water, Salad, Dessert

BANQUETS

5:30 PM-6:30 PM Dinner
White Tablecloths
Napkin Fold: Long Flat Fold, Draped

Marriott Proprietary and Confidential

Pg 1 of 2

B



EVENT ORDER
DENVER MARRIOTT WEST
1717 Denver West Boulevard, Golden, CO 80401
PHONE: (303) 279-9100

Page # 2 of 2
Event Order #: 692265
Quote #: M-KUOHDCO
Folio #: 16107

FUNCTION DAY/DATE: Saturday, June 10, 2023
ORGANIZATION: Colorado State Square Dance Association

Navy Blue Napkins

**SPECIAL
ARRANGEMENTS**

8:00 AM-11:59 PM Dance Grand Ballroom

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**SECURITY/LOSS
PREVENTION**

8:00 AM-11:59 PM Dance Grand Ballroom

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*****GOLD KEYS*****

8:00 AM-11:59 PM Dance Grand Ballroom

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BILLING SUMMARY

8:00 AM-11:59 PM Dance Grand Ballroom

A 100% cancellation fee will be applied if function cancels within 30 days of arrival.
Minimum Guarantee will be no less than 90% of Expected Number

Please Note: A Taxable 26% Service Charge and 4.5% Sales Tax is Added to All Meeting Related Charges

Signature: _____

If in agreement, please sign one copy and return

Denver Marriott West
(303) 279-9100

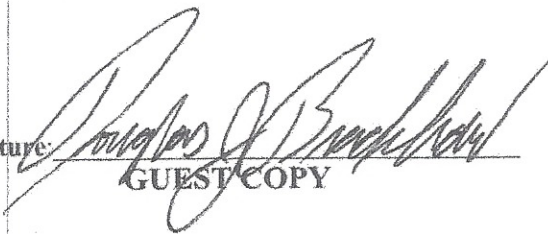
Check #: 692681
Print #: 1
Status: Trial
Business Type: Local
Function Space: MULTIPLE
Event Manager: Rod Innes

Colorado State Square Dance Festival
6362 S Yellowstone Court
Aurora, CO 80016-1338

Contact: Willa Bradshaw
Saturday, June 10, 2023

Page #: 1
Folio #: 16107
Bill Method: Credit Card
Event Order #: 692265

Quantity	Item	Unit Price	Total Price
Food			
	Dinner, Grand Ballroom		
	329 Square Dance Plated Menu	\$41.00	\$13,489.00
	Subtotal Food		\$13,489.00
	F&B SERVICE CHARGE-L		\$3,507.14
	STATE SALES TAX - L		\$492.89
	CITY SALES TAX - L		\$271.94
	Grand Total:		\$17,760.97

Signature: 

GUEST COPY

Denver Marriott West

(303) 279-9100

Check #: 753111
Print #: 1
Status: Trial
Business Type: Local
Function Space: MULTIPLE
Event Manager: Rod Innes

Colorado State Square Dance Festival
6362 S Yellowstone Court
Aurora, CO 80016-1338
Contact: Willa Bradshaw
Saturday, June 10, 2023

Page #: 1
Folio #: 16107
Bill Method: Credit Card
Event Order #: 474434

Quantity	Item	Unit Price	Total Price
Food			
Coffee Break, Telluride			
24	Fresh Fruit Platter	\$7.00	\$168.00
3	Half Gallon(s) Coffee	\$32.50	\$97.50
2	Dozen Assorted Muffins	\$42.00	\$84.00
Subtotal Food			\$349.50
F&B SERVICE CHARGE-L			\$90.87
STATE SALES TAX - L			\$12.77
CITY SALES TAX - L			\$7.05
Grand Total:			\$460.19

Signature: _____

GUEST COPY

03/20/24

Cash Basis

Colorado State Square Dance Festival 2023 Revenue & Expense Budget vs. Actual

All Dates

	Oct '21 - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Loans				
Received				
CSSDA	3,500.00	3,500.00	0.00	100.0%
DASRDC	3,900.00	3,900.00	0.00	100.0%
Total Received	7,400.00	7,400.00	0.00	100.0%
Repaid				
CSSDA	-3,500.00	-3,500.00	0.00	100.0%
DASRDC	-3,900.00	-3,900.00	0.00	100.0%
Total Repaid	-7,400.00	-7,400.00	0.00	100.0%
Total Loans	0.00	0.00	0.00	0.0%
Registrations				
Registration From 2022 Festival	5,700.00	9,500.00	-3,800.00	60.0%
Pre Festival Registration	23,400.00	12,300.00	11,100.00	190.2%
Door Registration	770.00	2,420.00	-1,650.00	31.8%
Festival Bars	240.00	0.00	240.00	100.0%
Banquet Only	104.00			
Friday Only	1,000.00	480.00	520.00	208.3%
Saturday Only	2,625.00	3,225.00	-600.00	81.4%
Credit Card Fees	-246.32	0.00	-246.32	100.0%
Refunds	-200.00			
Refund Fee	50.00			
Total Registrations	33,442.68	27,925.00	5,517.68	119.8%
Donation/Other	123.00			
Exhibitor Fee	98.97			
Performance Team	60.00			
Silent Auction	1,544.03			
Total Income	35,268.68	27,925.00	7,343.68	126.3%
Gross Profit	35,268.68	27,925.00	7,343.68	126.3%
Expense				
Caller Expenses				
Caller Fee	1,500.00	1,500.00	0.00	100.0%
Caller Transportation	500.00	500.00	0.00	100.0%
Total Caller Expenses	2,000.00	2,000.00	0.00	100.0%
Cuer Expenses				
Cuer Fee	1,000.00	1,000.00	0.00	100.0%
Total Cuer Expenses	1,000.00	1,000.00	0.00	100.0%
Caller Cuer Lounge	588.57	1,000.00	-411.43	58.9%
Local Callers and Cuers	1,000.00			
Contingency	0.00	150.00	-150.00	0.0%
Decorations	0.00	200.00	-200.00	0.0%
Fashion Show	0.00	25.00	-25.00	0.0%
Flooring	2,262.51	1,400.00	862.51	161.6%
Facility Expenses	18,863.48	15,750.00	3,113.48	119.8%
Hospitality	0.00	100.00	-100.00	0.0%
License - Music	744.00	162.00	582.00	459.3%
Festival Assistance Fund	361.00	300.00	61.00	120.3%
Photographer and Scrapbook	0.00	100.00	-100.00	0.0%
Publicity and Promotion	887.89	1,000.00	-112.11	88.8%
Registration				
Bars	150.50			
Printing Supplies Materials	1,508.79	1,700.00	-191.21	88.8%
Total Registration	1,659.29	1,700.00	-40.71	97.6%
Sewing Clinic	0.00	100.00	-100.00	0.0%
Silent Auction Exhibitor Suppl	87.66			
Sound Equipment	572.00	750.00	-178.00	76.3%
Treasurer	93.88	100.00	-6.12	93.9%
Website	0.00	100.00	-100.00	0.0%
Total Expense	30,120.28	25,937.00	4,183.28	116.1%
Net Ordinary Income	5,148.40	1,988.00	3,160.40	259.0%
Other Income/Expense				
Other Income				
Interest Income	14.49	0.00	14.49	100.0%
Total Other Income	14.49	0.00	14.49	100.0%

03/20/24

Cash Basis

Colorado State Square Dance Festival 2023 Revenue & Expense Budget vs. Actual

All Dates

	Oct '21 - Dec 23	Budget	\$ Over Budget	% of Budget
Other Expense				
Other				
CSSDA Share of Net	2,528.44	994.00	1,534.44	254.4%
DASRDC Share of Net	2,634.45	994.00	1,640.45	265.0%
Total Other	5,162.89	1,988.00	3,174.89	259.7%
Total Other Expense	5,162.89	1,988.00	3,174.89	259.7%
Net Other Income	-5,148.40	-1,988.00	-3,160.40	259.0%
Net Income	0.00	0.00	0.00	0.0%