



# De Anza College Club Day Guidelines

**Club Day is mandatory for clubs to attend.**

*Alternative date in case of rain*

**Date:**

Thursday, January 25, 2018  
Thursday, April 26, 2018

February 1, 2018  
May 3, 2018

**Time:**

11:00 am - 1:00 pm

**\*\* Please remember to check in by 11 am at ICC Tent in front of Fountain and check out starting at 1:10 pm with one of the ICC Officers in Blue ICC T-shirt or ICC Secretary who will be wearing an Aqua Blue t-shirt**

**Location:**

Main Quad

**9:00am – 10:30am**

Blow up (5) Balloons (clubs need to have at least 2 club members)

**9:00am – 11:00am**

Set Up Club Tables (1 Table/2 Chairs)

**10:30am – 11:15am**

Check in at ICC Tent

**1:00pm**

Club Group Photo on Library Steps

**1:10pm – 1:30pm**

Clean up (Put away tables and chairs, remove trash from your area)

Check out (find an ICC Officer in **Blue ICC T-shirt** and ICC Secretary in an **Aqua Blue T-SHIRT** to check your club area)

**Clubs must CHECK OUT before leaving; failure to do so will result in a \$25 fine.**

\$100: Award for Clubs

- Best Decorated Club Table (3 awards)
- Best Spirited (3 awards)
- Best Group Performance (song/dance/skit/poem etc.) (4 awards)
  - 2- for Performing Club's Purpose
  - 2- for Non-Performing Club's Purpose

**SIGN UP FOR A PERFORMANCE TIME AT THE ICC MEETING OR BLUE BULLETIN BOARD BEHIND BLUE PHOTO SCREEN– Ask for Sign Up Sheet. PERFORMANCES CAN BE A DANCE, SINGING, CHANTING, POETRY READING, SPORTS EXHIBIT, DEMONSTRATION, SKIT, OR GAME ACTIVITY THAT IS PERFORMED BY CLUB MEMBERS OR INVOLVES AUDIENCE.**

*Please present your music in a USB flash drive to the DJ for your performance.*

**FINES OF \$25 IF CLUB LEAVES TABLE/CHAIR OR FAILS TO PERFORM. A DOUBLE FINE OF \$50 WILL BE GIVEN TO CLUBS WHO COMMIT BOTH OFFENSES.**

**Reminder!! Print Club Handouts before Club Day  
Have Club Room File Drawer Key ☺**

Please Check-in 5 minutes before your performance at the ICC Tent

Tables and chairs are provided. Each club is limited to one (1) table and two (2) chairs.

**CHOICE OF LOCATION IS ON A FIRST COME BASIS.**

Each club will need to provide:

- Volunteers to set up and return one (1 table and 2 chairs available at the Flag Pole or Fountain Area)
- Club sign and decorations.
- Food items need to be wrapped. Don't bring candy that will melt on a warm day.
- Club Banner, Sign or Poster with the Club Name

Please assist other clubs who may ask for help with their table/chair.

Reminder - No homemade food or loud music. If a club cannot participate in Club Day, a written note must be submitted at least twenty-four (24) hours prior to the event. Please check in at the ICC Info Table when you set up and when you leave. Clean up your immediate area. Club(s) will be charged a \$25 fine if the area is not cleaned up or if you leave your table or chairs.

## **CLUB(S) ON TRIAL**

- Will have to share their table with another prospective club. Set up in front of the Administration Building near the Flag Pole. Check in at the ICC tent first before setting up.