

Swing N Country Dance Club

Event Cancellation Policy & Procedure March 7, 2005

SwingNCountry events may be cancelled on rare occasions due to severe weather, problems at the venue making it unsafe for an event, or illness. In the event that cancellation is necessary, SwingNCountry will attempt to notify customers via the following means:

- A message on the SwingNCountry hotline 847-638-7621
- For lessons (not dances) a telephone call and/or email to all class attendees who have provided contact information when they registered.
- An email will be sent to the SwingNCountry email distribution.
- Notice on the door of the venue if that is possible.

Decisions to cancel an event shall be made by the Emergency Cancellation Committee, which shall consist of: the Education Committee, the instructor (when a lesson is involved), and the President. The President will make the final decision. Decisions to cancel will be made as soon as it is determined that cancellation is necessary.

The Policy will be communicated via Swing N Country News and the web site.

In the event of a cancellation of a lesson, Swing N Country will attempt to schedule a make-up class, however, this is not guaranteed.

