

the Pub look appealing. (Most of these people are gay -- they will be really picky!) Some people have had a hard time finding the Pub so make it visible any way you can. Tape a banner to the entrance and flyers on the ground leading towards the Pub.

-Refreshments

- ~ Whoever goes to buy refreshments should do it with a partner or share the load by splitting the refreshment list in half. Either way, refreshments help make the dance even better.
- ~ Food 4 Less has been a good place to shop. You can buy in bulk at cheap rates without compromising quality. If you want to shop somewhere else then do it. No one is twisting your arm! Here's what to buy:
 - > Four (4) Colas
 - > Three (3) Diet Colas
 - > Four (4) 7-Ups or equivalent to
 - > Three(3) Diet 7-Ups or equivalent to
 - > Two (2) Root Beers
 - > Two (2) Miscellaneous flavor sodas
- ~ As you've noticed, there's a lot of soda. The sodas go fast! (I guess these people don't drink all day until they come to our dance.) People WILL get pissed off when we run out of soda. (Ungrateful

peasants! They got in for FREE!) When they are unhappy, they can spread harmful words about our dances to future would-be attendees. Unsatisfied patrons can be the most poisonous kinds when it comes to these situations. You have your choice of either the two liter bottles or the three. Buy whatever is cheaper per unit.

~ You will also need ice. No matter what Ellen said, Homosexuals like ice, too, especially in their sodas. Buy one eight (8) -pound bag but no more than two (2) bags, unless you buy a whole warehouse of sodas.

~ We will also need plastic cups. Make sure to have enough! Color cups are for sodas; clear cups are for beer. No exceptions! Buy at least 200 color cups and at least 150 clear cups. Remember, buy whichever brand that is cheaper per unit. A cup is a cup! The non-environmentally-aware attendees may most likely toss their cups after they drink their first cup and use a new one for their next drink. Encourage them to save their cups. This way, we don't run out of cups! Same for the beer! Use the same cups!

- Pick Up Beer

~ You must be over 21 years of age to pick up beer.

- ~ Two (2) people should pick up the beer. Use the Buddy System -- it's fun and safe.
- ~ Don't be talked into buying ice or cups unless they are offered free! The beer should already be chilled and there should be enough ice to surround the keg (put the keg in a large bucket) anyway.

- Serve Beer

- ~ You must be over 21 years of age to serve beer. The police may require one person to watch a video on beer serving. If they ask us, we could tell them that some one has done it the previous year.
- ~ At least two (2) people serving beer an hour is good. The two people working the same hour could either split the shift by having one work the first half-hour and switching off or have one pump the tap while the pours and switch off after half an hour. Never leave your post! If you do and the beer is left unattended, minors will see the opportunity and help themselves to a cup of free ice-cold beer. Then we would be in big trouble and that would be the end of LGBA. So, DON'T SCREW THIS ONE UP!
- ~ Make sure people requesting beer have an alcohol band. I don't care how old they look. They must have one. It's the law! Well, our law. Everyone

over 21 years of age who expects to drink beer
MUST have an alcohol band on their wrist.

Everyone, including those who are not serving beer
has a duty to keep an eye out on anyone under 21
who is drinking beer or is offered beer by an adult.
This is illegal and we could suffer from their
immaturity.

- ~ Beer should only be served in clear cups. Clear
cups ONLY! No exceptions!
- ~ Don't serve beer to someone who is already drunk.
- ~ Only one beer per visit. They cannot take an extra
beer to a "friend". Tell them that their "friend"
needs to come get their own.
- ~ We have a good reputation of being good with
alcohol at our events. Let's keep it that way! We
are only one of maybe two organizations on campus
that has alcohol at an event. We've had no
problems on our record and the campus police
know that. They trust us enough not to make us
hire our own security. Don't screw this one up!
- ~ If LGBA gets into trouble, there is a number of
different punishments that we could face:
 - > We could lose our charter, meaning that
LGBA will not be allowed to function for
the remaining year or even the year after.

- > We could be fined.
- > Our budget could be frozen, meaning that we would not be able to use the funding we have for the rest of the quarter or year. We may not be eligible to request funding in the future.

This is extremely important! Be a bitch if you have to!

- Check ID's

~ This is one of the most important duties of a dance. You are the first people that visitors will meet. It is vital that you make a good impression on them.

Make sure to:

- > Greet them with a smile and tell them that we are glad that they could attend our event.
- > Ask if they expect to drink beer. Check their ID. Make sure it is real! (Once we had a drag queen come with an ID of a 41-year-old black woman and this queen wasn't even old or black!)
- > If they are over 21, put the alcohol band on their wrist by yourself and cut the excess off.
- > Let them know that beer and refreshments

are free and that any size donation to help pay for expenses would be deeply appreciated.

> Do NOT put wrist bands on anyone under 21. Not even your friends! Don't leave the wrist bands out for someone to steal them either.

- Clean Up

- ~ This is the easiest and most appreciated job because you stay after the dance is done to help.
- ~ Take our belongings up to the office. Go in pairs. It's safer.
- ~ All lost-and-found items go to the office.
- ~ Clean up the Pub by throwing cups in trash and other pieces of litter. We don't have to do this but it makes us look good so DO IT!

- Last note on dances:

- ~ Reserve a DJ. If you are going to contract from a company, reserve your desired DJ early.
- ~ Be hospitable to the DJ. She or he is being generous in spending their time to work at our dance.
- ~ If people want to bring their own CD's, make sure they labelled theirs so that there is no confusion in their return to their proper owners.

- ~ Reimburse everyone who purchased items for the dance. Pay them back as soon as possible.
- ~ Thank all volunteers.

ASK-A-GAY PANELS

Ask-A-Gay panels are a service that LGBA provides to the UCSD community. We have held these panels at Resident Assistant meetings, residential halls, and classrooms, among others. Some criteria on being on the panel:

- Ideally, four (4) people are on the panel (2 women and 2 men).
- Each person briefly tells their coming story.
- Panel should last about one hour to an hour and a half.
- To be on the panel, one must have attended at least one ask-a-gay panel.
- Must be competent and willing to speak on any issue.
- Avoid scheduling panels on nights and times that residents will not be available (i.e. when *Friends* or *Melrose Place* is on).

- Suggest to R.A.'s that pizza is a good way to lure them into the panel. Also, if the residents don't know that it is LGBA who will be giving a presentation, they may actually come. Basically, don't let the residents know that it is a gay panel until they are sat down and paying attention. Trust me -- it works.

BUDGET REQUESTS

You must fill out budget requests each quarter and turn them in completed and on time. During the past few years, we have earned the reputation of being one of, if not, the first organizations to turn in out requests.

What to Do :

- Budget request forms are avv available on the third floor of the Price Center on the wall next to Yvonne, the SOLO receptionist. She is a very nice woman so you **MUST** treat her kindly!
- Make sure you know what programs you want to hold the following quarter. Always estimate more

than you think we may need. It is a hassle to go to the A.S. Finance and get her or him to sign off more money. This person may not always be in her or his office when it is convenient for us.

- Don't forget to request money for operating costs (i.e. office supplies, printing, etc.). You must be specific with what supplies we need. If we need pens in the office, then we must write that down on our request and estimate how much it will cost. You pretty much must itemize everything. You can request for operating expenses every quarter if you wish.
- Fill out BOTH sides. Yes, there is a second side.
- You **MUST have Marcia's signature on all of the request forms. All student organizations turn their requests in at the last minute. On the due date, Marcia is swamped with tons of people wanting to see her. This is why we turn our requests in EARLY! To beat the rush! Also, we may not be guaranteed an appointment because she may be booked up OR she may not even be in that day! So get them in EARLY!**
- Always go to the budget request meeting. Someone should go. This is where you explain your event to the finance committee and why it is important to

have on campus. This is super important! If we are not there, they will assume that we did not think that our events were important enough for us to go and explain the events to them. If possible, try to have as many people go to the meeting as you can.

Strength in numbers! If they see that we brought a lot of people, they will think that we have many people who believe in our events. It will also intimidate them into submission.

- When the results come out, check them as soon as possible! If we didn't receive what we wanted, GO TO THE APPEALS meeting! They will see that we felt strong enough about our events to set more time aside to attend another meeting. Yes, it's a bitch but we can be bitchier! Be nice, though. Afterall, it *is* their money that we're asking for.

WELCOME WEEK

Welcome week is the week before school starts for the following year. We want to have an Ask-A-Gay panel at least once during this week for the in-coming freshmen to attend. It would be ideal to have two (2) panels on two different days.

What to Do :

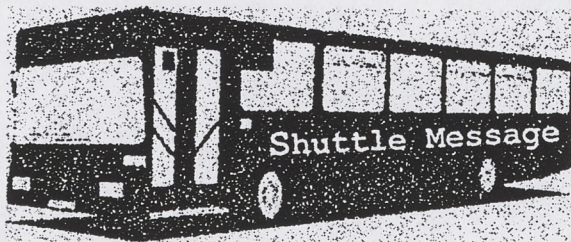
- See Yolanda Leyva on the third floor of the Price Center to schedule a day or two for the panels. Make sure there are rooms available and times as well. Yolanda will help you with these specifics when you see her.
- Assemble a few members who will be on the panel. See the Ask-A-Gay panels section in this appendix for criteria on the panels.
- Call those who volunteered to be a part of the panels before Welcome Week to confirm their participation. Always have back up people to participate. They can attend and pretend to be random freshmen. This makes the panels more interesting.

SHUTTLE MESSAGE FORM

PLEASE READ AND FOLLOW THE STEPS BELOW:

- STEP 1:** Messages must be submitted each **WEDNESDAY**, by **12 Noon**. Messages are programmed each week for the following Monday.
- STEP 2:** **Only UCSD organizations** can use this advertisement venue. Messages are programmed on a "first come, first served" basis. Due to space availability, **THERE IS NO GUARANTEE** your message will be posted.
- STEP 3:** Submit only one message per week, per organization.
- STEP 4:** Complete the form below and return to Rideshare Operations Office, Bldg. 201, University Center, Mail Code 0011.

Do not submit forms more than two weeks in advance.



OFFICE USE ONLY

DATE:

TIME:

Organization: Lesbian Gay Bisexual Association (LGB)

Contact Person: John Maze

Phone#: 715-0111

Run Message Week of: 1/12/98 - 1/16/98

Message (Limit 20 words):

"Back for more" ^{flashing} LGBA ^{flashing} FREE Dance! FREE Refreshments! This Friday,

Jan 16, 9pm-1am @ The Stage. ALL are welcome! 534-GAYS

^{flashing}

ID Checker/Alcohol Wristbands

In this position, we have found it helpful to ask guests if they will be doing any drinking tonight. Also inform them that we have free beer. If they are interested, ask to see an ID. **The only IDs that you can accept without needing to consult a principal member are:**

-California State Drivers License (any class)

-California State Identification Cards

For any other form of identification presented, you must have a principal member personally check it. We are "vicariously liable" for any incident arises from a guest drinking at our dance (whether they drank our entire keg or just had a sip of our beer). Do not give a wristband to anyone who is obviously intoxicated regardless of their age. If we are caught serving anyone under 21 years of age, or if we are sued in a vicarious liability lawsuit, the LGBTA will have its charter yanked by the University (i.e. the LGBTA will no longer exist) and all future events will be permanently canceled).

For tonight's dance, guests' birthdays must be on or before: 5/16/77

This position may need to be combined with the other positions if not enough volunteers are available or if attendance is low (i.e. near closing).

If/When you get someone to relieve you, please make sure that they understand and are comfortable with these instructions.

Greeter/Name Tags

Usually it's best to have 2 people doing this. Both persons need to personally greet and make eye contact with every guest that enters. At the very least, try to say something like "Hi" and "Welcome!"

To make our dances more social (i.e. friendly), we try to have everyone wear a name tag with their first name on it. The tricky part is, however, that many people don't want to wear one (I like to call this snobbishness). Your job is to get as many people to wear a name tag as possible. At past dances, we have found that simply asking what the guest's name is works very well (i.e. "Hi! What's your name?!"). This is probably because the guest thinks you are trying to be friendly and welcoming to them, or maybe they think you are interested in them. Either way, **"Hi! What's your name?!"** works very well.

Please make sure that all of the volunteers are wearing name tags.

It is your responsibility to track tonight's attendance. Whether people get a name tag or not, you need to count each and every person who comes to our dance on the tally counter. Include the volunteers and the Principal Members and anyone else who is working at our dance. **Write down the attendance every half hour.** You have no idea how helpful this is to us!!!

This position may need to be combined with the other positions if not enough volunteers are available or if attendance is low (i.e. near closing).

If/When you get someone to relieve you, please make sure that they understand and are comfortable with these instructions.

Donations

It is best for this person to stand on the opposite side of the Greeter table inside of the ropes that make up our entrance "queue," with the donation box in hand.

Make eye contact with each guest and ask them if they can help us out tonight - we have to pay for the soda, refreshments, keg of beer, DJ, lighting, sound and publicity out of our own pockets, and only a small percentage of this is reimbursed to us by the Associated Students. Make sure you are able to make change for guests who only happen to have larger bills on them. Understand that many of our guests may not be willing to donate money to us, but it does not hurt to just ask! Sometimes, one guest will make a slightly larger donation on behalf of their other friends who are with them. Still ask their friends! **LGBTQA members (people who come to out meetings) should be donating too!** We fully appreciate their (and your!) support, but unfortunately some things require money.

We are not permitted to accept donations since we are able to rent this facility for free (otherwise we have to pay \$150/hr for it!). If any University official (i.e. Marcia Strong from the 3rd floor of the Price Center, Matt Xavier from the Old Student Center, or the police) come in, put the donation box away and inform a Principal Member immediately that they are here (we will want to greet them personally).

A Principal Member may come to check and count our donations (hopefully every half hour). They may also take what we call a "drop" from the donation box, meaning that the Principal Member might withdraw a large percentage of the donations leaving you with enough cash to make change for other guests. This is for the security of the money that has already been collected and for your personal safety. If someone approaches you and demands that you give them our money, do not hesitate to comply with their demands. Try to get a detailed description of them but do not endanger yourself at anytime!

Make change for meters if you can, otherwise you can direct guests to Porters Pub or the Gilman Information Booth. There they can purchase a parking permit instead. Currently, parking permits are required Monday through Friday from 7am to 11pm. Parking is currently free on weekends at UCSD (no need to pay meters on weekends).

This position may need to be combined with the other positions if not enough volunteers are available or if attendance is low (i.e. near closing).

If/When you get someone to relieve you, please make sure that they understand and are comfortable with these instructions.

Thank you thank you thank you!

Thank you so much for helping out tonight. We believe that the Main Entrance position at our dances is one of the most important spots of all. Think about it - for many people, **you** will be the first contact they have with LGBTA. **You** will be the first impression that people will get about LGBTA. When people have questions about our events or the organization, they will probably come to **you** first. In volunteering at our dances, I have had people come up to me and come out to me because they felt that I was a safe and approachable person that they could talk to. By volunteering your time, efforts and friendly personality, you are helping to portray the fun and caring image that we want people to have when they think of LGBTA.

←
a true
story!

The following sheets list the things that we really need your help with tonight. If you have enough volunteers, we think you'll find it helpful to divide up your responsibilities into the following positions. If you don't, do your best to see that the following gets accomplished.

Again, thank you!

Sincerely,
The Principal Members of the LGBTA

LGBTQA Library Inventory

Author

Title

<u>Author</u>	<u>Title</u>
_____	You Can Do Something About Aids
<u>A</u>	
Aaab-Richards, etc.	Tongues United
Aldridge	The Nesting Place
Ashford, Rent	The Singalong Tribe
<u>B</u>	
Baker, Nikki	In the Game
Barr, James	Quarterfoil
Beam, Joseph	In the Life
Bradley, Marion Zimmer	The Catch Trap
Bright, Joyce	Sunday's Child
Bruce, Tony	Movie Reference Book
<u>C</u>	
Carpenter, Edward	Selected Writings Vol. 1: Sex
Churchill, Caryl	Cloud Nine
Clayton, John Bell	And Come Back a Man
Clifford, Curry	A Legal Guide for Lesbian and Gay Couples
Coriolan, John	The Smile of Eros
Crawford, Joan	My Way of Life
<u>D</u>	
DeCecco, John P.	Bashers, Baiters, and Bigots: Homophobia in America
DeVeer	Second Chances
Diaman, N.A.	Castro Street Memories
Didion, Joan	The White Album
Douglas, Lauren Wright	The Always Anonymous Beast
“	The Daughters of Artemis (2 copies)
“	In the Blood
Duplechan	Eight Days a Week

E

Ennis, Catherine
Everton, Ian

To the Lightning
Alienation

F

Faulkner, William
Fitzroy, A.T.
Flannigan, Jim
Forrest
“
Friedel

The Hamlet
Despised and Rejected
Don the Burp and Other Stories
The Beverley Malibu
Murder at Nightwood Bar
The Movie Lover

G

Gapen, Jane
Grae, Camarin
Grier, Barbara

Something Not Yet Ended...
Edgewise
The Lesbian in Literature

H

Hall, Richard
“
“
Hayes, Penny
Heinlein, Roberta A.
Hellman, Lillian
House, Archer

The Butterscotch Prince
Couplings, A Book of Stories
Letter From a Great Uncle & Other Stories
The Long Trail
Job: A Comedy of Justice
The Children's Hour
Modern Sex Techniques

I

Isherwood, Christopher
“

Christopher and His Kind
A Single Man

J

Jacobson
Jones, Mary J.

The Politics of Congressional Elections
Avalon

K

Kallmaker, Karin

In Every Port

Kennedy, Evelyn
Kent
Ketzer
Klaich, Dolores
Klien
Kopay, David

To Love Again
Days in the Sun
My First Year Out (2 copies)
Heavy Gilt
Counseling Our Own
The David Kopay Story

L

Lang, Elizabeth
Lattimore, Jessie
Leavitt, David
Lynch, Lee
“
“
“
Lyons, Linda

Anna's Country
High Contrast
The Last Language of Cranes
Dusty's Queen of Hearts Diner (2 copies)
Home in Your Hands
Sue Slate
Toothpick House
Priorities

M

Maiman, Jaye
Matthews, Greg
Martin, Kenneth
McConnell, Vicki P.
“
McNab, Claire
Mellow, James R.
Miller, Isabel
Mitchell
More, Meredith
Mosca, Frank

I Left My Heart
Little Red Rooster
Billy's Brother
Double Daughter
Berrigan
Cop Out
Charmed Circle: Gertrude Stein & Company
The Love of Good Woman
Pink Triangles
October Obsession
All-American Boys

N

Nava, Micheal
Neely, Lenz Greene
Nelson, Michael
Nicholson, John Grambril
Nonas, Elizabeth

The Little Death
The Woman's Part
A Room in Chelsea Square
In the Dreamy Afternoon
For Keeps

O

Ohio, Denise

The Finer Grain

P

Perry, Roz

Rose Penski

Picano, Felice

The Lure

Powell, Deborah

Houston Town

Q

R

Rechy, John

Bodies and Souls

“

City of Night

Reid, Forrest

The Retreat

Rees, David

Twos &Threes

“

In the Tent

“

Watershed

Reese, Robert

Flying With One Wing

Renault

The Bull from theSea

[Routledge]

Walking After Midnight: Gay Men's Life Stories

S

Salem, Randy

Chris

Steward

The Caravaggio Shawl

T

Taylor, Valerie

Love Image

Tesh, Gerald

Never the Same Again

U

Ullman, James Ramsey

The Day on Fire

V

W

Warren, Patricia Nell

The Front Runner

Watson, Scott
Waugh, Evelyn
Weathers, Brenda
Weldon, John Lee
Weltner, Peter
Wilcox, Michael
“
Wilhelm, Gale
Wilke
Windle
Woolaston, Grame

Platonic Love
Bridehead Revisited
The House at Pelham Falls
Memory Touches Memory
Identity and Difference
Gay Plays: Two
Gay Plays: Four
We Too Are Drifting
Handbook on Abortion
Lesbian Writer: Claudia Scott
Stranger Than Love

X

Y

Z

Zane, David

Oh! Downtrodden

Videos

“Visibility: The Politics of Kissing”

“Out For the Count”