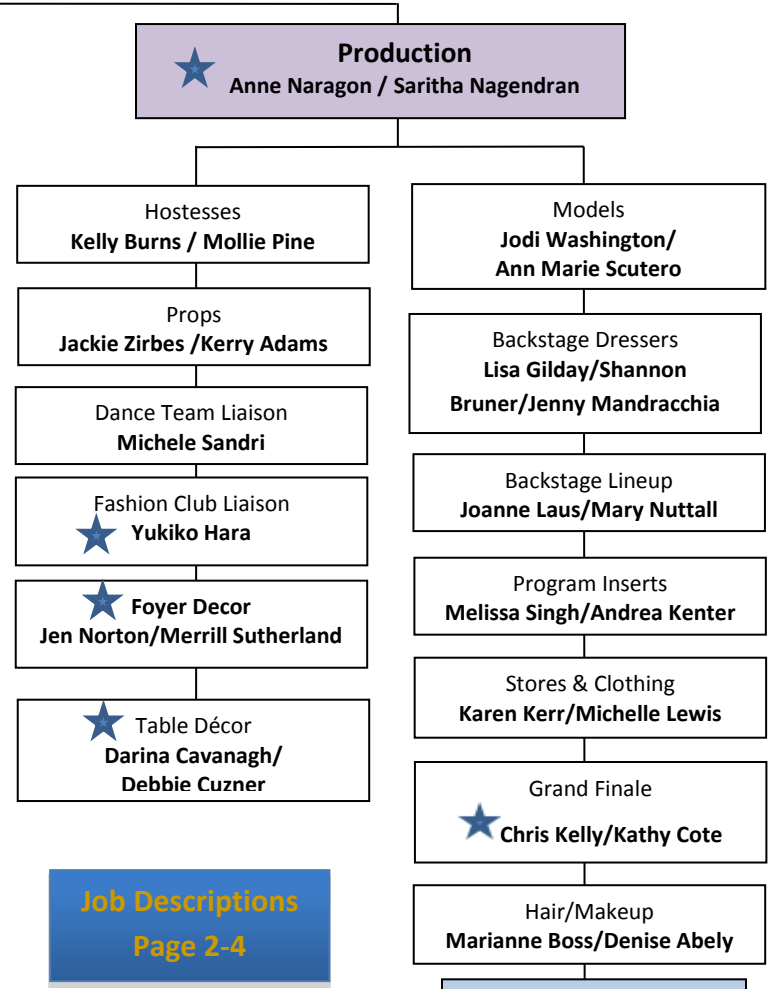
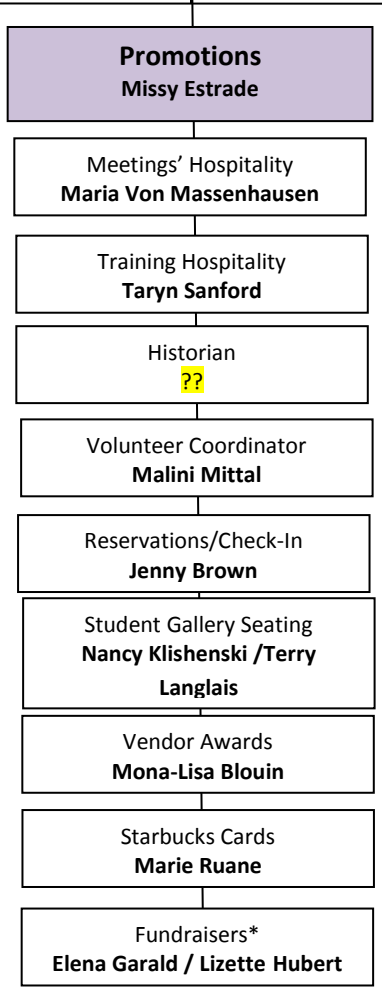
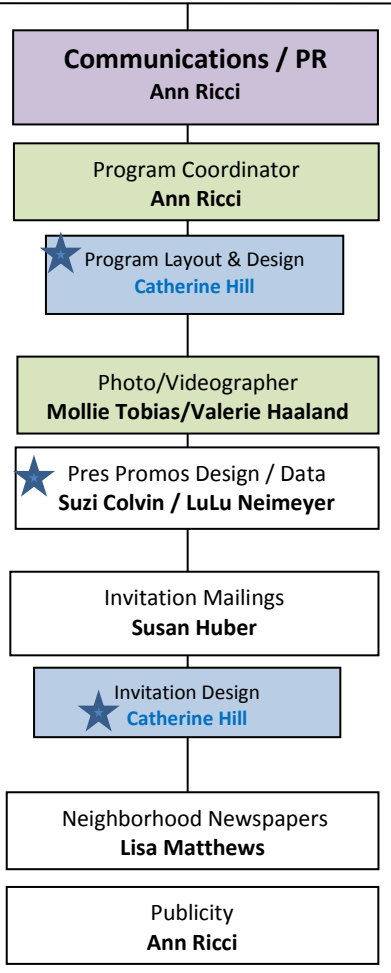
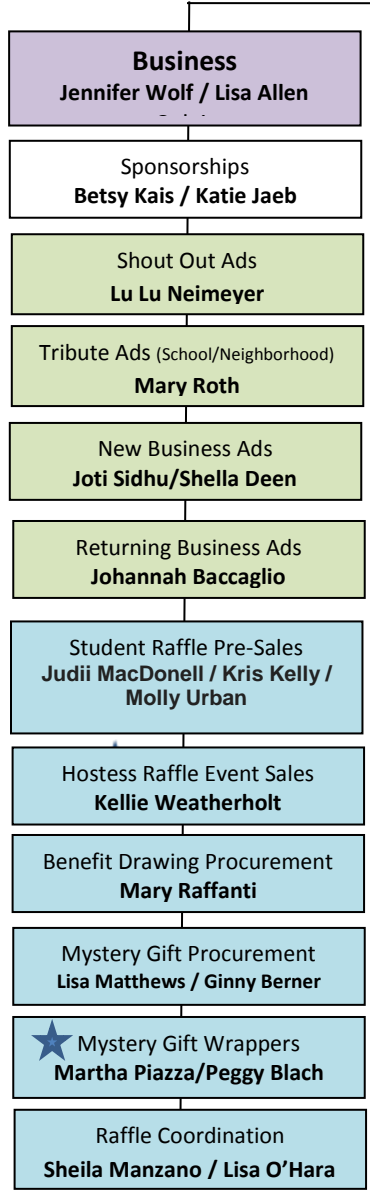
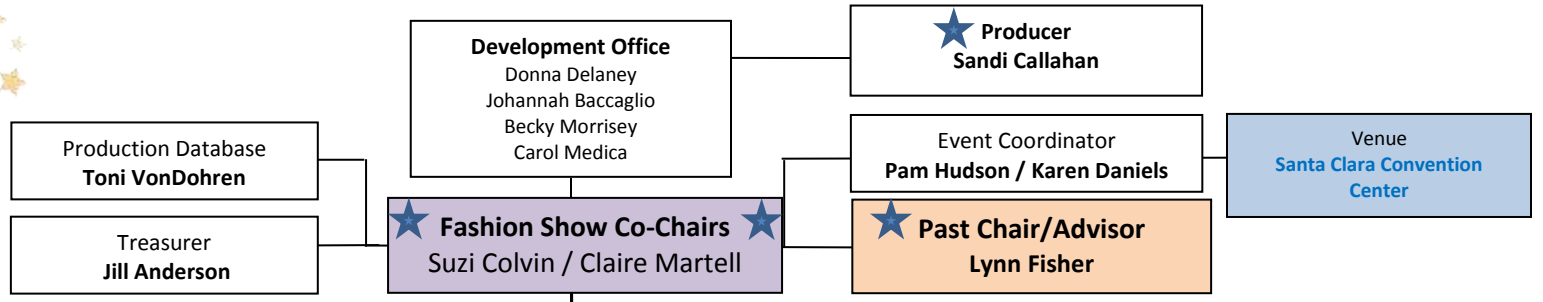
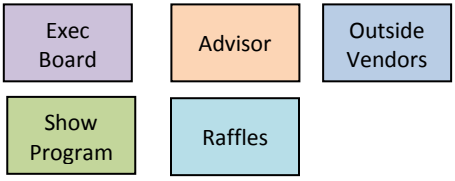




Fashion Show 2013



Job Descriptions
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*Joseph George, Aqiu, B/W Boutonniere, Jr Ring Ceremony, Valentine Balloon

★ = Creative Advisory Committee Members

Fashion Show 2013

Committee Chair

One Line Descriptions

Administrative Support Roles – Various roles supporting the entire executive board

- **Secretary** – Take and publish minutes at committee meetings (both Exec Board and General Committee); Assist with presentation materials
- **Database** – Maintain databases: 1) Model / Hostess (contact info; form status; etc.) and 2) Pres Promos Sales (communicate activity to chairs)
- **Treasurer** – Liaise with Development office to assist with deposits and track financial status
- **Event Coordinator** – Liaison between Fashion Show Committee and event facility management

Business Committee – Responsible for raising money other than fundraisers & ticket sales.

- **Sponsorships** – Responsible for finding new sponsors and contacting old sponsors (letter+) and asking them to renew
- **Program Advertising** – Responsible for soliciting all advertising for the program
 - **Tribute Ads (Shout Out)** – Promote Shout Out Ads – prepare flyer, distribute
 - **Tribute Ads (School / Neighborhood)** – Oversee individual school liaisons who coordinate photos & collections
 - **Business Ads – New**- Contact potential new advertisers and sell ads
 - **Business Ads – Returning** – Contact past advertisers and ask them to renew (send letter)
- **Raffles**
 - **Arranging**
 - **Benefit Drawing Procurement**- Get prizes; arrange drawing categories, wrapping empty boxes & actual gift packages
 - **Mystery Gift Procurement** – Get prizes
 - **Mystery Gift Wrapping**- Wrap prizes
 - **Grand Prize Drawing**- Get tickets and large check printed
 - **Sales**
 - **Student Pre-Sales** – Plan pre-sales program, prepare communications, liaise with school, track results
 - **Hostess Event Day Sales** – Plan incentive program, print raffle tickets, hostess training, oversee sales, track results

Fashion Show 2013

Committee Chair

One Line Descriptions

Communications & PR Committee – Coordinate all written and visual communications

(oversee marketing materials/forms, program, invitations, web, Friday email blasts, etc.)

- **Show Program Coordinator** – Liaison between business ad teams and program designer; Collect all program elements: ads, letters, names, etc.
- **School Website / Pres Promos** – Maintain Pres Promos Website (update web pages); liaise with school web site ‘owner’
- **Neighborhood Newspapers** – Get Model photos/names to local newspapers for publication, prepare press release
- **Publicity** – Get information re: fashion show to publications and radio, as well as local parishes, school and alumni
- **Photo / Videographer** – Liaise with school photographer and videographer for program photos (class photo, chairs, participants photo day) & video
- **Invitation Mailings** – Oversee mailing project in January (stamp, stuff, etc.)

Promotions Committee – Responsible for fundraisers, hospitality, Fashion Show guests and volunteers

- **Hospitality** – Arrange food and drinks for all general committee meetings, volunteer functions (e.g. balloon assembly), rehearsals and at the event
- **Guest Reservations & Check In** – Greet all lunch and dinner guests, direct to tables, check and place meal tickets, wine count
- **Student Gallery Seating** – Oversee intern who designs publicity, arrange “bouncer”, sell tickets, get permission forms, check in & supervise
- **Historian**- Keep a written and photographic history of the show
- **Volunteer Coordinator** – Obtain school list of volunteer interests, assist chairs with recruiting
- **Vendor Awards** – Create and order awards to recipients designated by Stores & Clothing
- **Fundraisers**
 - Joseph George
 - Aqui or other restaurant promotions
 - Black & White Boutonniere
 - Junior Ring Ceremony
 - Valentines Balloon
- **Starbucks Cards** – Obtain cards, market cards at Pres events, meetings, student collaboration, Pres website

Fashion Show 2013

Committee Chair

One Line Descriptions

Production Committee – Responsible for the Fashion Show Production itself – Models, Hostesses, Clothing, etc.

- **Student & Outside Model Liaisons**
 - **Models**
 - **Student** – Manage application process, handle communication re: schedule, forms, etc., supervise rehearsals & event
 - **Guest (adults and boys)**– Manage recruitment, handle communication re: schedule, forms, etc., supervise rehearsals & event
 - **Hostesses** – Manage student hostesses, handle communications re: schedule, forms, etc., ensure training, oversee hostesses on day of event
 - **Dance Team** – Liaise with dance team, send congratulations letter, contract, video release, hold planning meeting (*Dance Team Parent*)
 - **Fashion Club** – Liaise with Fashion Club re: design due dates, approval process, required forms, etc. (*Fashion Club Parent*)
 - **Choir** – Liaise with choir re: dates, forms, questions, etc. (*Choir Parent*)
- **Day of event activities**
 - **Backstage Dressers** – Responsible for dressing the models, control clothing, ensure proper care, oversee ~30 volunteer dressers
 - **Backstage Lineup** – Assist producers in lining up models, checking for tags/hems/general readiness to go on stage
 - **Grand Finale** – Coordinate flowers/tuxedo sponsor, gown, hostess dress and fashion club designer dress approvals, confirm racking requirements for gowns, rehearsal w/escorts, gown & dad check in, steam gowns rehearsal night, and line up
 - **Hair & Makeup** – Arrange Hair stylists and makeup stylists, obtain supplies, ensure space/power requirements, oversee schedule, organize and recruit volunteers for practice sessions with stylists
 - **Props** – Secure, create and manage props
 - **Stores & Clothing** – Liaise with stores, ensure contracts, arrange courier and coordinate with Grand Finale for racking requirements, get clothing, inventory, secure clothing and return clothing
- **Other**
 - **Program Insert** – Secure printer, collect clothing information (attend fittings), prepare proof, have printed, oversee stuffing
 - **Foyer Décor** - Design, create and set-up Foyer
 - **Table Décor** – Design table centerpieces, create and set-up. Coordinate with other table décor (e.g. linens) as needed.