



## **Servite Fashion Show Committee Descriptions**

**Advertising Chair:** Sells advertising space for the Fashion Show program. Works with Underwriting & Sponsorship Chair to make sure all sponsor ads are complete.

**Auction Database:** Inputs all items collected into computer, keeps track of who donated all items and makes sure to get acknowledgement and thank yous out as soon as items come in. Works closely with Acquisition Committee, Reservations Committee and Silent Auction Committee.

**Boutique:** Works with chair to coordinate all vendors, setup day of boutique, sends out letters to all vendors. Has a committee to sell Servite apparel, coordinate the finance for all vendors and school. Will be responsible to collect all paperwork from vendors, go over sales and turn in all paperwork to finance person so checks can be issued to vendors within 5 days.

**Check Out/Auction Closing Coordinator:** During luncheon pull winning tickets, generate documentation for all successful bidders. Have runners get all sheets to table during lunch and distribute baskets at end of event. Collects money and credit cards and runs financial check out day of event. Will work closely with Database and auction computer program.

**Communication – Internal** – Responsible for the Fashion Show committee roster. Has committee member check in at each meeting, keeps contact information current, keeps track of committee member obligations met.

**Communication - External:** In charge of the Fashion Show Gmail account, sends out meeting notices and Evites, distributes email inquiries to specific chair people. Uses social media site to publicize meetings, events and special auction items.

**Creative Chair** – Executes Fashion show theme throughout silent auction room, dining room, and on all advertising materials. Helps chairpersons choose linens, centerpieces, props.

**Creative Team Silent Auction** – works with Creative Chair to decorate the silent auction room and coordinate basket decorations, opportunity gift baskets, mystery gift in keeping with theme.

**Dining Room Coordinator:** Assist the Creative Director in making sure tables are setup properly the day of event. Assure all decor is properly placed and all gifts are placed at each place setting.

**Fashion Show Model Coordinator:** Works with chair and Production Management Company. Arranges model rehearsals, coordinates hair and make-up vendors for day of show. Works as liaison between Production Company, models and Servite.



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**Fundraising Chair** – Develops and coordinates committee fundraisers to cover miscellaneous expenses of Fashion Show committee.

**Live Auction**: Assist in preparing a Powerpoint of items to be bid on and help coordinate donations for these few large items. Prepare other forms of presentation for Live Auction items. Arrange for spotters and help coordinate runners.

**Mystery Gift Coordinators**: Works with team to procure items for sale of mystery gifts the day of the event. Coordinate Servite volunteers to sell opportunity tickets. Wrap and Display all Mystery Gifts at event.

**Opportunity Drawing**: Solicit and Coordinate items for Opportunity Gift baskets. Provide raffle ticket boxes for each basket. Coordinate with volunteer boys and hostesses on day of event to sell tickets. Determine winners and provide winner's names to Check Out & Database for Runners to advise winners.

**Reservations**: Collects all response cards, arranges seating, collects all checks and gives to finance committee. Helps with check in on the day of event.

**SHS Athletic Procurement** – works with athletic programs at Servite to procure their team donations for silent auction.

**Silent Auction**: Help secure/coordinate donations, prepares baskets, transportation to the hotel and coordinates setup of auction area in hotel. Oversees all donation, solicitation groups. Will oversee items being distributed day of and pull bid sheets as sections close.

### **Special Raffles:**

**Baubles & Bubbles** – Coordinates champagne and jewelry raffle for day of event. Obtains donated "bauble", purchases raffle tickets to be sold for glass of champagne, helps find champagne to be donated and sets up decoration area in conjunction with Creative Director.

**Games - Heads & Tails**: Coordinates selling raffle tickets for heads & tails game during luncheon portion of the event. Purchases item to show participation (i.e. necklaces, rings, stickers, etc.). Finds donations for prizes (\$500 winner).

**Games - Trip Raffle**: Coordinates sales of tickets at all school events. Have volunteers sell tickets day of event and collects all monies to give to Finance Coordinator. Make sure winner receives trip voucher. Gets winner photographed day of.

**Spiritual Advisor** – Opens each meeting with meditation/prayer. Arranges Mass to be said at hotel on set up day.



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**Hospitality:** Arranges for food and beverages for meetings.

**Underwriting & Sponsorship** – Works with Servite Advancement and committee to solicit underwriting and sponsorship. Makes sure each sponsorship level benefits are arranged for.

**Volunteers - Hostess/Ushers:** Works with Connelly and Rosary to get student volunteers for day of show to help as needed. Enforces dress code for the girls based upon theme of Fashion Show. Sign up boys to volunteer to usher. Coordinate usher tuxedos with Chair people and Friar Tux. In charge of boy's day of event to sell tickets, collect payments during show and boys to help guest to car with baskets.

**\*\*\*\*\*Please note some jobs may require that you are working during the fashion show and will be unable to attend luncheon/fashion show runway viewing the day of Sunday, October 20, 2019.**

**Some job responsibilities require work, time, and commitment 24 hours prior to, and up to, the event, and or several hours after event. The committee chair will be able to give you more specific details.**



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### **SIGN ME UP!**

Please check areas of interest to you below based on the job descriptions on the previous pages. We want to match you with an area where you can have fun and feel comfortable. We know some people are creative and like to wrap baskets and gifts and others like to work from home inputting information on their own time. Whatever your talent or interest we can use you! So, if you don't automatically find something that sounds like something you are interested in, just note what you can offer and we'll let you know some options!

- |   |  |
|---|--|
| <input type="checkbox"/> Advertising                        | <input type="checkbox"/> Mystery Gift Team                   |
| <input type="checkbox"/> Auction Database                   | <input type="checkbox"/> Silent Auction Team                 |
| <input type="checkbox"/> Boutique – procurement & set up    | <input type="checkbox"/> Trip Raffle and Games               |
| <input type="checkbox"/> Check Out – Day of Event           | <input type="checkbox"/> Volunteers – SHS Day of Event       |
| <input type="checkbox"/> Check In – Day of Event            | <input type="checkbox"/> Volunteers – hostesses Day of Event |
| <input type="checkbox"/> Creative – wrapping parties        | <input type="checkbox"/> Baubles & Bubbles – Day of Event    |
| <input type="checkbox"/> Creative – set up day before event | <input type="checkbox"/> Heads & Tails game                  |
| <input type="checkbox"/> Opportunity Raffle Team            | <input type="checkbox"/> Opportunity Raffle Team             |
| <input type="checkbox"/> Hospitality                        | <input type="checkbox"/> Spirituality                        |
| <input type="checkbox"/> Models – dressers for day of event | <input type="checkbox"/> Communication - Internal            |
| <input type="checkbox"/> Fundraising                        | <input type="checkbox"/> Communication - External            |
| <input type="checkbox"/> Live Auction Team                  |  |

**Name:**

**Son's Name:**

**Class of:**

**E-mail :**

**Phone:**