

## Job Description Fashion Show Chairperson

As the Fashion Show Chairperson, you are making a 12-14 month commitment culminating in **an event that reflects all the positive aspects of our Fiber Arts Community**. Historically, this event draws upon the talents and imagination of many Guild members and has been a major fundraiser for TH&SG. Former Chairs have assembled Fashion Show Scrapbooks including timelines. Talk with those members and review the more recent volumes for guidance and suggestions.

### **Build a team.... !**

Ideally, the responsibilities of Fashion Show Chairperson can best be managed with the support of a co-chair or assistant. "Two heads and four hands are better than ....!"

Using all the communication methods at hand, generate member interest and enthusiasm for the project and post the list of committees needed. It is helpful to hold a "brainstorming session" as soon as possible to gather ideas and watch for potential Fashion Show team members. Announce and/or post key positions and assemble your team. Committee leaders and individual assignments from previous events include : reservations, decorations, education, raffle, food, program, publicity, boutique, stage manager, script writer and commentator.

### **Save Everything!**

Start a file on your computer for all event documents and a notebook file for e-mail communication.

### **Secure a Date and Site**

Determine the elements you would like to include in the event (brainstorming session) and proceed quickly to select a site and date. You may have to adjust the date depending on site availability.

### **Bring on the Ideas...!**

Proceed with determining a title and/or theme. Once you have a theme, the ideas should start rolling in !

### **Delegate and Empower**

Communicate to all Guild members where and when help is needed. Encourage your chairs to solicit volunteers as needed to accomplish their assignments and create mini-timelines to meet their individual goals .It is very important to delegate specific responsibilities and request progress reports at each meeting. Once the date and site have been determined, hold regular team meetings to make decisions and assess progress toward your goal.

### **Create an Event Budget**

With input from your chairs, create an event budget to be submitted to the Guild treasurer in early July. Again, it would be helpful to review financial reports from previous shows.

### **Publicize the Event**

Have registration flyers ready for distribution at the Fall TMA Market. Use the website, Update and newsletter to post progress reports and communicate with the membership. Publicity Chair needs to prepare a list of outside sources, deadlines and create a press release.

### **Event Cheerleader**

You are the "event's face". Support and encourage your team members. Make sure they know your expectations and applaud their successes. Share progress reports at each Guild meeting. Get members involved and "Sell it !"

### **Reap the Rewards**

One cannot deny that coordinating a major event like this is a lot of work, but the rewards, too, are huge! Working side by side with so many creative and caring folks can be a joy in itself. As you move forward toward a common goal you find you have made new friends, experienced their warmth and support, and learned more about their talents. The fellowship derived from this experience is really priceless!