

Duties of the Fashion Show/Luncheon Chair

(Revised 2008)

1. Attend monthly meetings of The Albany Academies Parents Association (AAPA) whenever possible. This position is part of the fundraising committee.
2. Keep a file of all materials pertinent to the office and bring a complete file to the May Board Meeting (to be turned over to the Vice President). Whenever possible, make a copy of all materials and notes so they can be attached to the Working File for the next year.
3. Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.
4. Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.
5. Responsible for attending, if possible, the Grade Representative and New Parent Receptions, for the purpose of meeting and welcoming new parents to The Albany Academies, and to introduce new Board members and Grade Representatives to the new parents.
6. Responsible for organizing and recruiting volunteers for the Fashion Show/Luncheon held in the fall. (Usually late October/ November-coordinate with Book Fair Chair so the two events are not on the same weekend.)
7. Fashion Show/Luncheon Time Line:
 - A. Following previous Fashion Show/Luncheon select date for the next fall with the School Secretary, Special Events Coordinator and the AAPA President.
 - B. Book location and vendors. (Booking date and vendors approx. 1 year ahead.)
 - C. Book Fashions and select food options at your convenience.
 - D. In March: Select committee to help organize –should have a minimum of five (5) to help with the different areas of the Fashion Show/Luncheon.
 1. Invitations – be sure to include on the invitation a place for Life Members to RSVP as they are recognized at the Luncheon. RSVP'S are usually slow coming in- don't panic!
 2. Program- if you decide to have one.
 3. Printing
 4. Location (usually a country club) planning- (food, layout, etc.) table set up for seating and vendors, and Raffle table. This committee may be sub-divided. One table is reserved for Head of School etc. She/He comes for free; teachers and Life Members tickets are less.
 5. Music- this will need to be supplied if the store doing the Fashion Show does not supply it
 6. Models- professionals with Fashion Vendor or parent/teacher/student volunteers.
 7. Vendors- There is contracts to mail out to sign and return. Each vendor donates an item for the raffle.
 8. Centerpieces –decorations for tables and flowers for Life Members.
 9. Raffle prizes- Chinese raffle raises the most money. Extra table needed for this.
 - E. September- Begin including Fashion Show/Luncheon in all AAPA events flyers, school E-mails etc. E-mail mothers at both campuses. You may want to include the AAG Alumnae Association Council, Board of Trustees (and wives of male members)
 - F. October- Put up flyers and posters reminding of Luncheon/Fashion show.

G. Day of Show-

- 1. Two tables (2) for sign in needed for proper flow with 2 people at each table, one for people with tickets and one for people buying tickets at the door**
- 2. Girls volunteer (will receive community service credit) by selling raffle tickets throughout afternoon.**
- 3. The AAPA Treasurer tallies all monies after the event.**
- 4. AAPA President usually MC's the Event and recognizes Life Members with a flower.**
- 5. Fashion Show Chair may do "Thank You's" at the end, recognizing the committee etc.**
- 6. Monies raised go into the AAPA General Fund for allocation by AAPA Board.**

9. Responsible for working with the Communications and Marketing office and Events Chair in Institutional Advancement to promote Fashion Show through help with invitations, and parent/school publicity of the event. Additionally, work with the AAPA Communications Chair for publicity.