

## Annual Mother & Daughter Tea and Modesty Fashion Show

Sub-committee of five members of the Respect Life Committee share the responsibilities.

- **4-6 months prior to event**

- 1) Discuss theme and guest speaker, get speaker approved by staff, book speaker
- 2) Reserve hall, 2 pm – 4 pm on Sunday afternoon
- 3) Contact department store to confirm sponsorship of clothes

Themes:

2008 - Chastity/Modesty - Generation Life speaker from Philadelphia

2009 - Making good decisions/Techno etiquette- Generation Life speaker from Philadelphia and Mount de Sales campus ministry

2010 - Vocations – Panel of 5 - Included student, consecrated single woman, Dominican Sister, married woman, and married grandmother to represent variety of vocations throughout life

2011 - Using Our Faith to Deal w/ Stress –Mary Lou Rosien from NY

2012 - Emotional Virtue – Sarah Swafford from Kansas

- **3 months prior**

- 1) Start publicity w/ “Save the Date” annc in bulletins and emails
- 2) Identify models - – 8 young ladies chosen from the following groups (St. John School 7<sup>th</sup>/8<sup>th</sup> graders, St. John Life Teen, Private, Public and Home School High School students)
- 3) Discuss items needed/rentals –
  - Stage/red carpet
  - Linens
  - Centerpieces
  - Balloon bouquets
  - Carafes for hot water at tables
  - Punch bowls
  - China, silverware – plan for 180-200 (Committee bring sets of china to reduce rentals)
  - Large Statue of Blessed Virgin Mary – placed at front of room
- 4) Discuss gift for all girls – Some years purchased a token gift to go w/ theme. Past gifts include lip balms, pens, and prayer cards in gift bag; lavender sachets we made as part of event dealing w/ stress; and a lapel pin.

- **6 weeks prior**

- 1) Promotional flier sent via email and at church events. Contact churches, schools, home school groups, Respect Life groups, KOC, and youth groups.
- 2) Identify emcee for fashion show – usually teen from parish
- 3) Music for fashion Show – record songs appropriate for setting on CD
- 4) Confirm all audio/visual needs, transportation, hotel, etc.w/ guest speaker

- 5) Order rentals
- 6) Door Prizes - Approx 40 - 50 (Mostly small items purchased on clearance after the holidays, lotions, soaps, and jewelry made by a parish teen) Buy raffle tickets for drawings.
- 7) Confirm parish priest or deacon to give invocation at start of program

- **2 weeks prior**

- 1) Fittings for models at dept store
- 2) Confirm # of desserts/ drinks -

Assorted finger desserts donated by Respect Life Committee (cookies, lemon bars, etc)

Purchase assorted teas (must be individually wrapped), hot choc, punch, water

Paper products – napkins, punch cups

- 3) Request desserts donations
- 4) Write draft of program, start script for fashion show
- 5) Recruit volunteers for day-of
- 6) Start seating chart

- **1 week prior**

- 1) Confirm final details w/ speaker
- 2) Gather all items to take day-of
- 3) Confirm rentals
- 4) Finalize seating chart and rsvp list
- 5) Print program
- 6) Finalize script
- 7) Write thank yous for speaker and models
- 8) Send last minute reminders for models
- 9) Finalize costs and submit check requests

**Misc:**

- **Tickets** - \$5 per person first 4 years, \$7 per person this year. Attendees send check and tickets are mailed to their homes. Discourage purchasing tickets at the door in order to provide seating and sufficient china rented and food.

- **Models**

Each models 3 outfits, Boscovs provides outfits, fittings held 1-2 weeks prior, clothes picked up day before and returned day after. Models complete bio form to be used for fashion show script. Models arrive early for practice walk down runway.

We use a very large storage closet next to the main hall for the changing room, we take full length mirrors and extra clothes rack to assist w/ changes. Several volunteers help keep models in order and send them out on time following the script.

If money is available, provide a special token gift for the models.