

Fashion Show Coordinator Job Description

Work with the Quilt Show Chairman to incorporate the Quilt Show Theme with the Fashion Show.

Prepare Fashion Show entry form & distribute to newsletter, vendor packet, PVQA Quilt Show website and members and meetings.

Solicit members and vendors for garments to be shown in the fashion show.

Solicit models, backstage helper and the show announcer/MC.

Write script and organize show (order of garments, who wears what, etc.).

Set-up stage and dressing areas with lattice frames, backdrops, screening material, microphone, etc.

Day of event: collect and organize garments, organize backstage area, hold orientation meeting for models.

Updated 1-2015