

## The Fairy, Fabulous, February 2016 Fairy Godmothers of Greater Rochester Prom Fair

### Volunteer Guidelines

The following is a list of opportunities for you to volunteer. We always do our best to place you where you would like, however, there are times when we have you to fill another role! Regardless of the position you fill, the reward is the same. It truly is an amazing event and being a part of it is so very special. We can't thank you enough for being with us and helping make the young ladies of Rochester Dreams Come True! We hope you have a Fairy Good Time!

Our goal is to make this as easy as possible for the young ladies as well as our volunteers. That said, we have a special request for your attire so that you will be easily identified as a volunteer should any of our young ladies need some assistance.

Therefore we ask that everyone wears black pants and a white top of any type on the day of the event. Please make sure you wear comfortable shoes - it's a long day and lots of moving around. For those of you volunteering on Saturday, please feel free to wear whatever is comfortable. We will be off-loading the trailer and transforming the ball rooms into the magical world of Fairy Godmothers! It's a wonderful time, but being dressed comfortably is a must!

For our High School Volunteers we will be using you in many different ways. However, we do not have you personal shop due to the age proximity with these young ladies. We find this to be more effective with our attendees.

So upon your arrival, you can check-in and get started. We have a place for you to store your personal belongings that is secure and there is a concession stand that will be open if you would like to take advantage of that. You are more than welcome to bring some snacks of your own as well!

Again, our greatest thanks for your partnership on this magical event known as the Fairy Godmothers of Greater Rochester Prom Fair!

## Personal Shopper

### Overview:

Your job is to help the girls to find **the dress**. You should familiarize yourself with the way the showroom, accessories, alterations and check out process is set up. Make suggestions, offer opinions if your young lady asks, but let her decide what she wants. Remember this is all about self-esteem, about having them feel great about who they are and how they look. Each young lady will have her own distinct style and we want them to shine!

Also, please remember to introduce yourself and any guest she has with her. She should know your name so she feels comfortable talking to you and asking questions.

### Here is a snap-shot of how it works from start to finish!

- Please check in with the Personal Shopper Coordinator where you will be provided with the name of your young lady.
- Please greet your young lady and welcome she and her guest to the event.
- Please ask them for their registration card and clip it to your name tag. (We ask you to hold on to this because we will need this at the check-out so we can catalogue what each young lady chose.)
- Please take a moment to talk to your young lady about styles, preferences, colors etc. Most girls have an idea of what they are looking for, although this isn't always what works best in the end. Please keep in mind that a lot of these young ladies may have never had a dress, so they may not know their size. Evening gowns tend to run a size or two larger than normal clothes. Therefore, if your young lady says she is an 8 you may want to take some 10's and even 12's in the fitting room with you to make sure you have the proper size. Note: Please take a few minutes to familiarize yourself with the layout of dresses, alterations, fitting rooms, steaming stations, accessories and check-out so you are confident when you are going through the process. In addition, if you have a moment, please look through the dress inventory so you have an idea of options.
- Please escort the young lady and her guest to the enchanted world of Fairy Godmothers which begins as you enter the main ballroom. Select up to 8 dresses at a time.
- Please go to the fitting room. We do not allow men in the back, so if your young ladies guest is a gentlemen, we ask them to wait outside of the ballroom and if an opinion is required, walk your young lady to the front. This is so very important to honor the privacy of the other attendees, however, we want to make sure that they have the insight of their guest if that is what makes them happy:)
- When your young lady decides "No to the Dress" we ask you to give these to the fitting room volunteers who will have them brought back out to the ballroom. If the first 8 selections were not satisfactory, please feel free to return to the showroom and start again. Our goal is a Happy Young Lady!

- If alterations are needed please see the Seamstress Checker/Coordinator. She will tell you if we can make the alteration. Keep in mind; all alterations that day will be minimal.
- Please help your young lady with her accessory selections. We do have volunteers in the accessory room that are more than happy to assist you, but please make sure you stay with your young lady throughout this process! Accessories are the finishing touch and allow each young lady add something special to make her ensemble complete.
- Once you have the dress, the alterations and the accessories it's time to have her evening gown steamed. Please proceed to the one of the steaming stations and wait until it is just perfect.
- Please proceed to the check-out with your young lady, her guest, her ensemble and the registration card.
- Take a moment to thank your young lady and their guest for coming. Encourage her to send us a photo by mail or email.
- Now take a deep breath, pat yourself on the back and return to the Personal Shopper Coordinator for your next personal shopping experience.

## Registration

- This is the very first stop the young ladies will make upon entering the magical world of Fairy Godmothers. There will be a line of girls waiting to register. Registration volunteers must be comfortable dealing with people, flexible and comfortable resolving problems. (Note: Please see the registration coordinator should you have any questions and/or concerns.)
- Greet each young lady and her guest. Welcome them to Prom Fair 2015!
- Accept her personal invitation letter or school id.
- Check her name off on the Attendee list and assign her a number.
- Please number her registration card and have her fill it out.
- Please verify all information is correct and neat enough for us to read.
- Please have her fill out the entry form for the \$2500.00 educational donation the Fairy Godmothers of Greater Rochester is donating to the student's high school should they win.
- Please make sure you provide your young lady with a ticket for the concession stand and let them know there is music and that they can participate in the make-up and skin-care seminar that will be going on if they would like to.
- Please ask her to proceed to the waiting area for her turn with a personal shopper.

## Fitting Room Runners

- Your role is so very critical as you are responsible for our dress inventory and making sure that items that are not chosen are placed back in the right size on the right rack as quickly as possible.
- You will have a series of garment racks in this room that will have size ranges from 0 to 30+ that you can place the “unwanted” gowns on to be brought back out to the main ball room.
- Please make sure the gowns are placed neatly on the hanger so that they look just perfect for the next young lady.
- Once they are ready to go, you can ask a “Runner” to bring back to the showroom and place on the proper size rack.
- Please feel free to work with the personal shoppers and their young ladies! Your opinion is greatly appreciated and often needed at times of difficult decisions on which dress to Say Yes too!

## Accessory Associates

- Your role is so important. The finishing touches will help to make their ensemble just perfect and you will help them get there.
- Please feel free to offer your opinion and assistance with the personal shopper and their young lady. You will know the inventory very well which tends to help.
- Please take some time to familiarize yourself with the inventory.
- Please monitor and organize the accessories so it's very easy for these young ladies to come in and complete her ensemble.
- Please feel free to refresh the tables and grids since they get a bit disorganized throughout the day. We want it to look wonderful throughout so each young ladies experience is magical!

## Seamstress

- We are looking for skilled seamstresses to do minor alterations such as hems, adjusting straps, adding buttons etc.
- Please bring your own sewing machine, needles and any other equipment you feel is necessary. Please label your equipment if possible. We will provide basics such as pins, thread, ironing boards, irons etc.
- You will be assigned an assistant to help you prepare the garment for alteration. If you know of someone you work well with someone who is volunteering to help, please let us know.
- The seamstress coordinator will assign the work to you after inspecting the garment to make sure we can do the work.

## Seamstress Assistant

- We are looking for ladies that like to sew, but don't sew often or are not quite comfortable with being a seamstress at an event of this nature.
- You will be working with a seamstress.
- Your job is to assist her and to prepare the garments for work.

## Steamers

- Each young lady and their personal shopper will make a stop to see you to have their final selection steamed!
- Please make sure you move swiftly as we tend to have lines, but the goal is to make sure these young ladies have a gown that is ready to be slipped on the night of their prom.
- We will have you work in pairs because it is tiring and you can alternate.
- We have provided you with gallon jugs of water so you can refill your steamer quickly and easily.