

wine women & shoes®

FASHION SHOW CHECKLIST

ONE YEAR - EIGHT MONTHS OUT

- Watch videos on WW&S How To pages

EIGHT - SIX MONTHS OUT

- Determine which approach for Fashion Show
 1. Dept Store
 2. Stylist
 3. Local Boutiques
 4. On Your Own
- Determine Production/Staging/Sound/Choreography/Music
- Determine Stage Rental Needs
 - Should be at least 3' off the ground
 - Skirting or surface to cover the sides (black drape or mirrors)
 - Backdrop with pipe and drape to frame entrance for models
- Consider these needs: Staging Area for Backstage Dressing rooms
 - Plenty of room for make-up and hair artists & models
 - Carpeted area in case the models want to try on their shoes
 - Food and beverage
 - Rolling racks for clothes plus a way to put the model's name on their hangers of clothes
 - LOTS of mirrors
 - Seating & tables to accommodate, hair, makeup & models
 - Power/extension cords to plug in curling irons.etc.
- Carpet, carpet, carpet - the shoes are borrowed from the vendors so they want to be able to sell them again. Meaning no scuffs. Make sure the dressing room is near the runway. Carpet the path from the dressing room to the runway and the entire runway. Ask the models to put their shoes on right before they walk onto the runway
- Decide on music for the show (DJ versus iPod) WWS has a great mix they can lend if needed

FIVE MONTHS OUT

- Finalize contract with department store or sponsor

FOUR MONTHS OUT

- Begin recruiting models for fashion show if applicable
- Review with Venue Chair AV/production elements

TWO MONTHS OUT

- Nail down fashion show details/models finalized/stylist finalized if applicable
- Secure rentals for dressing room, staging, and carpet
- Pick music for fashion show (with Entertainment Committee)
- Schedule fittings and/or rehearsal, if needed

ONE MONTH OUT

- Put together fashion emergency kit:
 - o Stain remover
 - o Pins
 - o Hairspray
 - o Duct Tape
 - o Deodorant
 - o Scissors
 - o Razor blade
 - o Sharpies
 - o Pens

THREE WEEKS OUT

- Rentals- Rolling racks for clothes plus a way to put the model's name on their hangers of clothes
 - o LOTS of mirrors
 - o Carpet Rental for runway and path from dressing room to runway
- Conduct rehearsals for models if applicable
- Consider volunteer changer needs

DAY BEFORE EVENT OR DAY OF

- Set up beverage station for the models dressing room
- Set up for the following
 - o Seating, tables & mirrors for hair and make up
 - o Power/extension cords to plug in curling irons, etc.

DAY OF EVENT

- Greet vendors which may include models & production