



Combined Princess Day & Baby Shower Event Volunteer Roles and Responsibilities

Event Manager for Princess Day*

- Works with the Event Manager for the Baby Shower
- Organizes and oversees the Princess Day including but not limited too coordinating and getting volunteers for the below positions.
- Helps schedule and oversee event planning meetings

Event Manager for Baby Shower**

- Works with the Event Manager for Princess Day
- Organizes and oversees the Baby Shower including but not limited too coordinating and getting volunteers for the below positions.
- Helps schedule and oversee event planning meetings

Event Hostess (*Hostess and time manager will work together*)

- Greeter and front person
- Will make sure the day is going on schedule and make sure the vendors know where they are stationed (make-up/hair) and just making sure everything is flowing right.

Event Time Manager (*Hostess and time manager will work together*)

- Will make sure the day is going on schedule and make sure the vendors know where they are stationed (make-up/hair) and just making sure everything is flowing right.

Decor

- Set up team
 - will execute the vision and set up the decorating space
 - does not have to stay for tear down, but may
- Tear down team
 - will come at the end of the event to dismantle the decor and pack it up
 - may be the same people as the set up team

Hospitality/Catering

- Responsible for coordinating and setting up healthy snacks for the afternoon
- Coordinate and set up a private catered dinner for the Blooms.
(snacks and dinner are for the volunteers as well)

Hair Stylists

- Style the Blooms hair for this special event*

Make-up Artists

- Make-over the Blooms for this special event*

Tech Manager

- Oversee sound and screen presentations for the event

Photographer

- Capture the event and take pictures of the blooms, portraits and candid

Videographer

- Capture the event on video for presentation as well as for social media

* Princess Day represents the transformation that has taken place over the semester and is a reminder of who they are in Christ - daughters of the King

** The Baby Shower is a celebration of New Life, not only the baby's but the mom's as well