

Square N Compass Annual Hair and Fashion Show

Participant's Information

As of 10/6/2009 at 12:17:53 PM

Advertising

Please communicate to your friends, family members, co-workers and associations. We have placed ads or sent information to the places listed below. Are there any other vehicles for advertising that you know of?

1. Phoenix Soul
2. 1st Fridays
3. AZ Black Chamber of Commerce
4. Churches Throughout the Valley
5. Square N Compass Contact List
6. Mason Member Affiliations
7. AZ Informant
8. The Write Up
9. AZ Republic
10. Participants Communication

Vendor Table – Participant's Business Cards

We will have a Vendor's table set up for Business Cards to be available to the Attendees for all of the participants. Please give them to Quincy Johnson for placement.

Commentator Sheets

If you would like our Commentators to assist you please sign up and take a Commentary sheet. It will help them in their commentary.

T-Shirt Keepsake, Advertising and Fundraiser

- T-Shirt to is being made to off-set expenses such as garment racks, drape and poles for dressing room, ballroom costs;
- If at all possible need participants to buy one
- Prices will be \$10 for s to XL and \$12 for 2XL and 3XL's; the \$2 difference is for the extra cost of the t-shirt itself
- T-Shirt has Logo and Participants Name
- Review the back for correct spelling of company and personal name
- Will have 200 shirts made up; If you haven't paid for Shirt by Showtime they will be sold to the Attendees. 2 qty Smalls; 65 qty larges, 67 qty Xlarges, 50 qty 2 XL's and 15 qty 3 XL's
- If you need a Large, X-Large there are plenty, Smalls, 2 XL and 3SXL's are limited so if you need these sizes place your name on the sheet here at Table after the meeting

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Registration

Everyone needs to register so we can have correct spelling of names and participants on file.

Tickets

- Turn in Ticket Money ASAP
- Pay pal on Website for purchasing tickets until Saturday night at 12 midnight
- Donations
- Tickets for New Year's Eve Celebration at the Point Hilton

Show Logistics/Details

1. **Key Personnel** - Stay in your lane; The Key Personnel will be identifiable.
 - a. Greeters/Reception/Ballroom/Money – Tim Seay
 - b. Show Process/Coordination/Movement – Sharon Pertile
 - c. Stage Lead – Shavita Frierson
 - d. Holding Area Lead – Janekia Coker
 - e. Vendor Lead – Quincy Johnson
 - f. Female Dressing Room Lead – Cristina Smith
 - g. Male Dressing Room Lead – Tanner Rosenthal
 - h. Judge Leads – Sharron Gilmore and Ijana Harris
 - i. Commentators - Dee Dee Carsons, Mia Stewart, D'Andrea Stewart
 - j. Photographer - Will Southerly
 - k. DJ Charles
 - l. Band - Buddy Strong
2. **Hotel Marquee Will List Event** – Can be viewed from expressway and street
3. **Bar/Restaurant** – 30% discount on food/\$1 off of drinks; Make sure to tell your people this information; After 50 people have been through they will refund money through a voucher system. Be sure to tell them you are with the show.
4. **Volunteers Area** – The café on the right side of the Arizona room
5. **Registration Table** – As you enter the hotel the Registration Table will be located to the right of the entry way. We will have our Contact list for attendees to review; a New Email List and a container for business cards
6. **Vendor Area** – In Lobby of Hotel Vendor; Tables will be setup in the hallway from area after the Hotel Registration Desk to the back of hotel
 - a. Tables
 - b. Table Covering
 - c. Electrical Outlets – 26 Outlets; Plug directly into wall
 - d. Electrical Cords
7. **Signage**- We will have signs to help identify areas.

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8. **Hotel Rooms** – Are available at a rate of \$99.00 with a confirmation of at least 10 people. Call Tim or Sharon.
9. **Stage/Chairs/Tables**
 - a. Tables in Center of Room For Judges
 - b. Chairs separately along the sides of the runway/catwalk
 - c. Chairs in ballroom
10. **Stage/Chairs/Tables**
 1. 1st Place Barbershop - 1st Place Plaque; Cash Prize; Picture in Newspaper and Web
 2. 2nd Place Barbershop – Monetary Award
 3. 1st Place Hair Salon - 1st Place Plaque; Cash Prize; Picture in Newspaper and Web
 4. 2nd Place Hair Salon – Monetary Award
 5. Barber Cutting Competition - 1st Place Award

Room Setup

1. **MC/Commentator** - Stage right (By Band)
2. **Band Setup** - Stage right (By Door)
3. **DJ Setup** - Stage Left in Back of Room
4. **Chairs** - Middle of the room
5. **Runway/Catwalk** – Approx 3 foot riser in height positioned in T shape
6. **Stage Entrance** – Stage Left (Stage Lead)
 - i. Covering (poles/drapes) from access door to runway steps
 - ii. Back hall used for access to the ballroom – through Kitchen walkway
7. **Holding Area** – Hallway between Dressing Room Ballroom and Ballroom Door
8. **Dressing Room**
 - i. Curtain partitions to separate
 1. Men's Dressing area
 2. Ladies Dressing area
 - ii. Public access from the lobby cutoff at Hallway Entrance
 - iii. Back hall used for access to the ballroom
9. **Entrance Process** – Crucial To Have No Delays In Show (Approx 3.5 hours in length)
 - a. Stage Lead, Band Director, MC/Commentator, and DJ will have line of sight for delays
 - b. **Participant in Stage Entrance Area** - Next on Stage (Shavita Frierson)
 - c. **Participant in Holding Area** - 2nd on Stage (Janekia Coker)
 - d. **Entrance and Exit on Stage Left** - Pay Attention To Exit labels and Entry labels
 - e. Keep Dressing Rooms Neat as Possible; Everything Hung Up On Garment Racks or in you bags) Be Kind To the Dressing Room Leads They Have been Put Into Place To Keep It Organized and make it easy for everyone.
 - f. Judges will sit directly in front of runway at tables The Leads for the Judges, Sharron and Ijana, will sit near them and tally the scores as we progress through the program.

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- g. **After each Presentation** – the Owner, Stylists and Models take a picture on stage, then leave The photographer is Will Southerly
- h. All Barbershop, Hair Salon, Clothes Designers should be near the stage area so they can be presented with their Salon or Barbershop as soon as the presentation.
- i. **Props** – If you have props for your presentation, please let Shavita know. She will be standing at the Table after the meeting. Items like chairs or table etc... Or if you need her to place it for you before the presentation she needs to know that too.