

Ladies Performance Dress Coordinator

The job of ordering the performance dresses begins in June with obtaining the class list from Mr. Cleveland with the names and address labels for all the 9th grade girls and any new upper class girls entering band/orchestra program for the first time in the fall. You also have to update and photocopy the letter that will go out to parents and the order forms. A call to the dress supplier is made in June to obtain the current price for the dress and shipping and handling costs(The supplier at the current time is Formal Fashions, Inc. 800-528-7909). In July, the letter, order forms and size charts are mailed out to the students' parents with a due date of early August. In August, the students who have not responded will need to be contacted. To be sure that all students are included in the dress order, you will need to contact Mr. Cleveland just after the start of school in case students have added band or orchestra since the end of the previous school year. The dress order has to be called in to the supplier by the second week of school since it takes about 4 weeks to receive the dresses and time needs to be allowed for the girls to get the dresses hemmed before the first concert of the year, Pops and Pastries, the first or second Saturday in November. The monies collected are given to Mrs. Davison in the Grosse Pointe North office.

The dresses are then distributed to the students upon their arrival. We contact Nobby Tailoring(Michele Oh) in July to see if she will be able to hem the dresses for the students. The Band and Orchestra Boosters have been covering the cost of hemming the dresses, so Michele Oh will need the names of the girls so she can keep track of the hems that she does and send the bill to the Booster Treasurer. A log of rental dresses (if any) needs to be kept also. Rental dresses will need to be returned to you at the end of the school year. Any senior who wishes to donate their dress to be used as a rental dress in the future may give their dress to you.

Charlotte Hartzell
March 17, 2011