

WELCOME!!!

Working Wardrobes
18th Annual



Women's Day of Self-Esteem
Volunteer Orientation



Introduction

- Thank you for volunteering for this event!
- This presentation will provide you with details about:
 - Event Day Timeline
 - Dress Code
 - Volunteer Job Descriptions
 - Directions & Parking
 - How Else You Can Help!
- Your support is what is most important to our events!



What's this day all about?

■ 50 women invited from 10 assistance programs throughout Los Angeles County

■ Giving these women a new look and a new outlook

Before & After!



What's this day all about?

- 200 community and corporate volunteers spending their time and bringing their talents
- Presenting a qualified work force to our communities
- Fun, Fashion & Friends!!!



Agency Collaborative Partners

- ❧ CARE/EOPS/CalWorks- El Camino College
- ❧ Harbor Interfaith Shelter
- ❧ Long Beach Drug Court/Prop 36 NCADD
- ❧ La Casa de los Angelitos
- ❧ New Directions Inc
- ❧ Patterns
- ❧ Rainbow Services



EVENT AGENDA

- 6:00 - 6:30 am Early birds - Ambassadors,
Food Service, Valets,
Registration Teams arrive
- 7:00 - 7:30 am Volunteer Registration &
Breakfast
- 7:30 - 8:00 am Volunteer Briefing
- 8:00 - 8:20 am Volunteer Orientation at
stations with Area Supervisors



EVENT AGENDA

8:00 - 8:25 am Guests Arrive & Register

8:30 am Guest Welcome & Orientation
Megan Klink

8:40 am Workshops for Guests

Guest Speaker
(8:40 - 9:15)

Image Workshop
(9:15 - 9:45)



Before
& After!



EVENT AGENDA

10 am - 1 pm
Rotation of Services:

- Wardrobe Selection
- Hair styling
- Makeup
 - Back/neck massage - optional
 - Thank you note station - optional



EVENT AGENDA

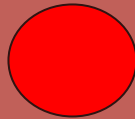
Afternoon Activities:

- 1:00 - 1:30 pm Guest & Volunteer Luncheon
Individual Portraits of Guests
- 1:30 - 2:30 pm Career/Resource Fair
- 2:30 pm Finale
Speakers & Fashion Show
- 3:30 pm Guest Departure:
Gift Bags/Valets
- 1:00 - 5:30 pm Clean-up, Tear-Down &
Pack Out!



Guest Nametags

Here is an sample of what the guests' nametags look like and the information provided for each of the rotations.



Kathy
Smith

Working Wardrobes

Group 1

2007 Women's Day of Self-Esteem

| | |
|--|------------------------------------|
| 8:30 – 10:00 Orientation & Speakers | 10:00 – 11:00 Make Up Styling |
| 11:00 – 12:00 Hair Styling | 12:00 – 1:00 Wardrobe Selection |
| 1:00 – 2:30 Lunch & Resource Fair | 2:30 – 3:30 Finale |

SERVICES/ROOMS

Registration/Info

Cafeteria

Breakfast

Cafeteria

Orientation

Cafeteria

Wardrobe Center

Student Activities
Center

Valet/Wrapping

Outside Student
Activities Center

Make-up

Cosmetology Dept

Hair Salon

Cosmetology Dept

Massage

Cosmetology Dept



SERVICES/ROOMS

Lunch

Grass Area by Library

Career Fair

Walkway by Student
Activities Center

Finale

Cafeteria

Clothing/

Gift Bag Dist. Walkway to parking lot




Important Information

Dress: Business Casual

 Please do NOT wear Sweats, Ball caps
OR Jeans

 We need to model professional clothing
ideas for our guests!

 Wear comfortable shoes—Tennies are OK
and mandatory for the Food Service
Team



Important Information

- Ladies-Please wear fanny packs. We cannot accommodate purses, and will ask you to leave them in your cars.
- Please Respect our Los Amigos High School hosts—
Smoking in designated areas ONLY !



VOLUNTEER TASKS

- **Ambassadors** - Welcome our guests and make them feel comfortable! Guide our guests and volunteers throughout the day, station-to-station.
- **Registration** - Greet, welcome and register all volunteers and guests; distribute nametags in a timely manner.
- **Food service** - Ensure that our guests and volunteers are well fed and feel taken care of during the event.



VOLUNTEER TASKS

- Personal shoppers - Ensure that each guest receives the wardrobe selections that best suit her needs within our guidelines and return items not selected to appropriate racks.
- Dressing Room Assistants - Work with each Personal Shopper to keep dressing rooms organized.



VOLUNTEER TASKS

■ Accessory Assistants - Ensure that each guest receives the appropriate amount of shoes, purses, belts, scarves, lingerie and jewelry.

■ Lingerie Assistants - Ensure that each guest receives the appropriate amount of panties, nylons, knee-highs and bras.



VOLUNTEER TASKS

- Merchandisers-Keep the wardrobe area in organized condition. Assist Personal Shoppers as time allows. Add dresses to display racks. Move additional inventory to racks from back up stock
- Valet - Be of service to our guests during the event, help personal shoppers take clothing/accessories to the wrapping station and ensure that our guests' new wardrobes are tagged with their names.
 - Serve as Escorts to the Models in our fashion show
- Wrappers - Ensure that all wardrobe selections are well wrapped and identified for each guest with her program and shelter name



VOLUNTEER TASKS

- Hair Salon Assistant - Ensure that each guest receives a hair cut.
- Makeup Salon Assistant - Ensure that each guest has her makeup done.
- Massage Therapy Assistant - Ensure that each guest who wants a back/neck massage receives one. (Important to have guests get massages before make-up application.)



VOLUNTEER TASKS

- Photographer Assistant - Ensure that the guests names and programs are identified as their picture is taken.
- Set-up - Various areas need to set up tables, racks, clothing displays, gift bags, etc.
- Clean-up - Make sure all trash, empty boxes, etc. is put in the dumpster. Help us leave Los Amigos High School just as we found it for our event.
- Tear-down - Help pack up accessories, move clothing, load trucks, etc.



Area Supervisors

Megan Klink - Event Director

- Max Wood
- Megan Klink
- Mary Lou Torres
- Rose Rivera
- Kitty O'Dell McPherson
- Chelan Gabor
-
- Jerri Rosen
- Danny Atchley
- Janice & Jon Kurihara

- Ambassadors
- Logistics
- Volunteers
- Registration
- Food Service
- Personal Shoppers
- Accessories
- Lingerie
- Speakers
- Tear-down
- Valet



Area Supervisors

■ Lee Lane & Tricia Boyce

■ Tricia Boyce & Cynthia Sliwa

■ Kitty O'Dell-McPherson

■ Linda Kahn-Ferrell
Therapists

■ Wendy Benitez

■ Lori Allen

Makeup Salon

Hair Salon

Gift Bags










Massage

Décor

Media & Photography



WW Staff

| | |
|--|----------------------------------|
|  Jerri Rosen | CEO/ Founder |
|  Megan Klink | Vice President, Client Services |
|  Cindy Verma | Director, Finance/Administration |
|  Nicole Hoperich | Manager, Donor Development |
|  Mary Ann Profeta | Manager, Career Development |
|  Rose Rivera | Coordinator, Career Center |
|  Mary Lou Torres | Talent Coordinator |
|  Heather Wagner | Coordinator, Retail Operations |
|  Danny Atchley | Manager, Donation Center |



Directions

405 South:

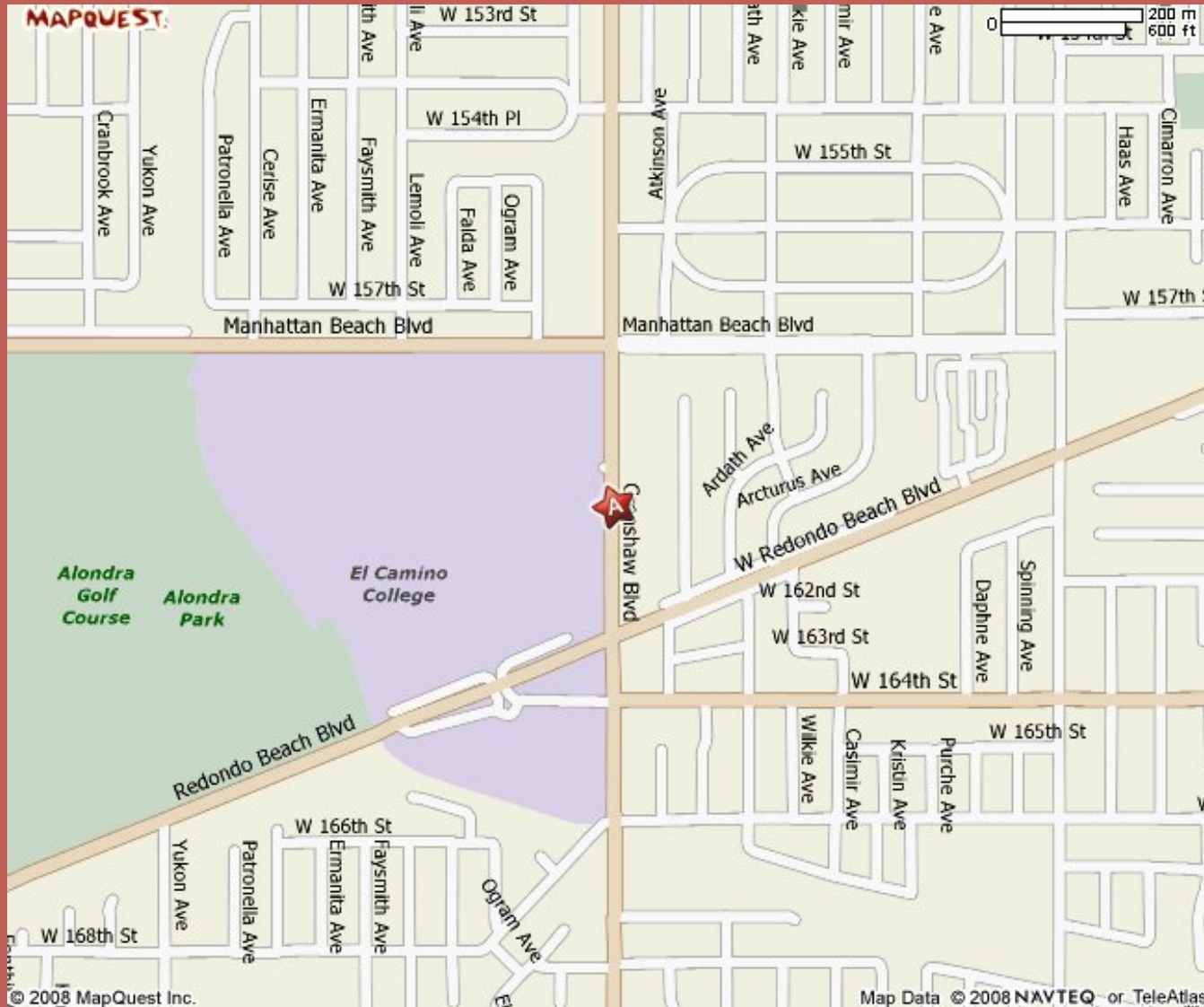
- Exit **Redondo Beach Blvd.** Turn left.
- Turn left on **Crenshaw Blvd.**
- Turn left on **Manhattan Beach Blvd**
- Follow signs to **Parking Lot C.**

405 North:

- Exit **Crenshaw Blvd.**
- Turn left at exit (**190th St**)
- Turn right on **Crenshaw Blvd.**
- Turn left on **Manhattan Beach Blvd.**
- Follow signs to **Parking Lot C.**



MAP & Parking



What's Next?

Tips:

- Be sure to be on time or early! 7:00 am
- Wear VERY comfortable shoes
- Leave your purse in your car
- Be part of the Finale

Contacts for Questions:

■ Megan Klink

MeganK@workingwardrobes.org 714-210-2460

■ Mary Lou Torres

MaryLouT@workingwardrobes.org 714-210-2460



"Last Minute" Ways You Can Help Us

- Recruit more volunteers
- Donate: Plus size Clothing
(Sizes 14 - 8 X)
Large size shoes
Scarves, Belts & Purses



Year-Round Ways You Can Help Us

- Become a Personal Shopper in our Career Services Center
- Become a Corporate & Civic Advocate
- Bring a Volunteer Team to our Donation Center



WHAT WE WILL DO TOGETHER

- Make dreams come true for 50 women!!!
- See you at 7:00 am September 28!



THANK YOU VERY MUCH!

