



Working Wardrobes Services Catalog 2026

PARTNER NAME

Working Wardrobes partners with organizations to help participants overcome barriers to employment and move toward economic stability, confidence, and self-sufficiency. Founded in 1990 and incorporated in 1995, Working Wardrobes has provided workforce readiness training, job placement assistance, supportive service connections, and professional wardrobing to more than 125,000 individuals. Our mission is simple and direct: *We help people overcome barriers to gainful employment.*

This Services Catalog provides a flexible menu of workforce readiness workshops and professional wardrobe services that can be combined and customized for **PARTNER NAME** participants. Together, **Working Wardrobes** and **PARTNER NAME** will design a tailored program that aligns with your organizational goals and supports participants at each stage of their employment journey.

1. Workforce Readiness Workshop Topics

The workshop topics below may be presented at **PARTNER NAME LOCATION** or at Working Wardrobes. Each workshop is 1 to 1.5 hours and includes materials and a facilitator. Workshops may be selected individually or combined into a customized series based on participant needs.

Class size: minimum of 5 participants and maximum of 20 participants. Classes are conducted Monday through Friday, 8:00 a.m.–4:00 p.m.; Saturday sessions may be available upon request. Internet access and an HDMI connection to a laptop are required.

Modality: Workshops are designed for in-person facilitation and may be conducted virtually by request.

Fee per presentation: \$600.00

SKILLS TO PAY THE BILLS WORKSHOP SERIES – This eight-workshop series builds core workforce readiness skills for participants preparing for employment. Participants identify their strengths, develop job search tools, practice interview strategies, and learn how to navigate today's workplace. Workshops may be offered individually or as a full series; the order below is the recommended participant pathway.

- **You've Got Skills: Identifying Your Skillset – 1.5 hours.** Participants learn the difference between soft and hard skills and begin identifying their natural and learned strengths as a foundation for developing the "Story of You."
- **O*Net Interest Profiler – 1.5 hours.** Participants use the O*Net Online platform to explore career interests, review labor market information, and identify their top career pathways with facilitator support.
- **Building Blocks of a Resume – 1.5 hours.** Participants learn the purpose and key sections of a resume, understand how applicant tracking systems review resumes, and begin drafting a professional summary or objective using their identified skills.
- **Interview Prep and Mock Interviewing: Telling the Story of YOU – 1.5 hours.** Participants prepare for interviews, develop responses to common behavioral questions, use the S.T.A.R. method to structure success stories, and practice interviewing in a supportive environment with constructive feedback.
- **Job Search Strategies – 1.5 hours.** Participants learn strategies for researching careers, navigating applicant tracking systems, expanding networking opportunities, and creating effective communication systems for their job search.
- **Job Fair and Networking Event Preparation – 1.5 hours.** Participants prepare for job fairs and networking events by learning what to do before attending, how to make a strong first impression, and how to follow up with employers, mentors, and career contacts. The workshop includes a job fair or networking simulation to practice new skills.
- **Navigating Success in a New Workplace – 1.5 hours.** Participants explore employer and employee expectations, workplace culture norms, communication styles, appropriate workplace behavior, and strategies for managing outside responsibilities while adjusting to a new role.

- **Harassment Prevention Training – 1 hour.** Participants new to the workplace learn the difference between appropriate and inappropriate workplace behavior, review the definitions of harassment and discrimination, and practice setting healthy professional boundaries. This workshop does not replace legally mandated employee or supervisory training.

SUCCESS SUITS YOU! WORKSHOP SERIES – This two-part series helps participants define and strengthen their professional brand. Participants gain practical tools to build confidence, communicate effectively, and present themselves professionally in the workplace. These workshops are often paired with the Professional Wardrobe experience.

1. **Power of Your Image – 1 hour.** Participants distinguish between personal and professional image and learn how appearance, communication style, online presence, reputation, and work ethic influence the job search and long-term workplace success. Participants also craft an elevator pitch, practice professional greetings, and develop basic professional language skills.
2. **Shop Your Closet: Creating a Professional Wardrobe on a Budget – 1 hour.** Participants learn about workplace dress codes, capsule wardrobe essentials, ways to maximize clothing they already own, budget-friendly options for supplementing wardrobe needs, and professional clothing care. This hands-on workshop includes outfit-building practice and a budgeting activity.

2. Professional Wardrobe Services provided at the WW Career Success Center – Wardrobe Center

The Experience – Participants select a new outfit with the assistance of a trained Personal Stylist in an inviting, department store-like setting. Working Wardrobes offers quality clothing and accessories for all genders and sizes, along with private dressing rooms for participants to try on clothing. This comprehensive shopping experience is designed to provide the utmost dignity and respect to every participant while helping them look and feel prepared for interviews and career opportunities.

1. **Referrals and intake forms** – Participants complete an intake form with estimated sizes in advance so Working Wardrobes can prepare inclusive size and style options for the shopping experience. If a requested size is not available, Working Wardrobes

will provide a suitable alternative item, such as an additional clothing item or accessory.

- a. For individual referrals, intake forms may be submitted directly to the Wardrobe Specialist, who will schedule the appointment with the client.
 - b. For group sessions, intake forms must be returned to the Wardrobe Specialist at least one week before the scheduled event.
2. **Scheduling groups** – Group events must be scheduled at least two weeks in advance to allow time to prepare inventory and recruit volunteer support.
3. **Partner onsite support** – A Community Partner liaison is required to be onsite during all group wardrobing events.
4. **Individual Minor participants** – Minors scheduling individual appointments must have a supervising adult present at the appointment or provide a signed parental consent form.
5. **Workshop and wardrobe combination** – The Success Suits You workshop series is recommended on the same day as, or prior to, the wardrobe experience.

Wardrobe services group size and timing:

- Maximum group size is 20 participants per session. Please allow 2–3 hours for the full session.
 - Groups of 10 or more participants will be split into two groups. One group will receive wardrobe services while the other attends a workshop, then the groups will switch.
 - If a workshop is not scheduled, the partner agency is responsible for providing an activity for participants waiting for wardrobe services. Activity space is subject to availability.
- Groups of 9 or fewer participants may complete the wardrobe service together. Please allow 1–1.5 hours for the full session.

Optional off-site wardrobe events:

Working Wardrobes may provide off-site wardrobe events at the partner location as an optional service. These events recreate a dignified shopping experience and may include pop-up dressing rooms, clothing and shoe racks, mirrors, and a wrapping station.

Partner agencies must provide adequate space, accessibility, and time for setup and breakdown. Off-site events require an additional fee based on participant group size, staffing, transportation, setup needs, and event scope. Final pricing will be included in the Scope of Work before services are confirmed.

WARDROBE PACKAGES PRICING GUIDE

The packages below are priced per participant. Business Casual packages support participants who need polished workplace attire without a blazer, while Professional Suit packages provide a more formal interview or career wardrobe option. One Interview Outfit packages are best for immediate interview needs; Career Success Packages provide a broader capsule wardrobe for participants entering or re-entering the workforce. Off-site wardrobe event fees are separate from the per-participant package pricing and will be included in the Scope of Work when applicable.

BUSINESS CASUAL PACKAGE (NO BLAZER)		PROFESSIONAL SUIT PACKAGE	
One Interview Outfit \$175	Career Success Package Capsule wardrobe \$300	One Interview Outfit \$200	Career Success Package Capsule wardrobe \$375
Womenswear Package: • 1 blouse • 1 bottom (pant/skirt) • 1 pair of shoes • 1 purse • 3 accessories	Womenswear Package: • 3 blouses • 3 bottoms (skirt/pant) • 1 pair of shoes • 1 purse • 3 accessories * 1 dress (no jacket) could replace 1 blouse/1bottom	Womenswear Package: • 1 suit (jacket, dress, pant/skirt combo) • 1 blouse • 1 pair of shoes • 1 purse • 3 accessories	Womenswear Package: • 1 suit (jacket, dress, pant/skirt combo) • 2 bottoms (skirt/pant) • 3 blouses • 1 pair of shoes • 1 purse • 3 accessories * 1 dress (no jacket) could replace 1 blouse/1bottom
BUSINESS CASUAL PACKAGE (NO BLAZER)		PROFESSIONAL SUIT PACKAGE	
One Interview Outfit \$175	Career Success Package Capsule wardrobe \$300	One Interview Outfit \$200	Career Success Package Capsule wardrobe \$375

Menswear Package: • 1 dress shirt/polo • 1 dress pant/khaki • 1 tie • 1 belt • 1 pair of shoes	Menswear Package: • 3 dress shirts/polo • 3 dress pants/khaki • 3 ties • 1 belt • 1 pair of shoes	Menswear Package: • 1 suit (blazer/pant) • 1 dress shirt • 1 tie • 1 belt • 1 pair of shoes	Menswear Package: • 1 suit (blazer/pant) • 2 pants • 3 dress shirts • 3 ties • 1 belt • 1 pair of shoes
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3. Payment Terms

- Invoices for completed services are sent monthly for work completed during the prior month until all services outlined in the Scope of Work have been completed.
- Provide payment for invoices within 30 days of receipt from Working Wardrobes.
- If payment is not received within 60 days of the billing, Working Wardrobes may cease to accept referrals from the partner agency until the past due invoice(s) is paid in full.
- Price, packages, and services are subject to change.

4. Next Steps

To tailor a program for **PARTNER NAME**, please follow these next steps:

1. Review the workshop topics, wardrobe services, and package options in this catalog.
2. Select the services that best align with your participant needs and organizational goals.
3. Contact Amy Rodriguez, Career Development Manager, or Bianca Herrera at careerdev@workingwardrobes.org to finalize your program and discuss scheduling.
4. Working Wardrobes will prepare a Scope of Work outlining program details, dates, times, locations, and itemized pricing.
5. Please review, sign, and return the Scope of Work at your earliest convenience so services can be confirmed.



We look forward to the opportunity to work in partnership to make a positive impact on the lives of members of our community. Please don't hesitate to reach out with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Herrera", with a long horizontal line extending to the right.

Bianca Herrera
Director of Client Services