

WELCOME!!!

Working Wardrobes
21st 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?

125 women invited from 19 assistance programs throughout Orange, Riverside and Los Angeles counties

Before & After!

Giving these women a new look and a new outlook!



WHAT'S THIS DAY ALL ABOUT?

 **300 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

- American Family Housing
- Cedar House Rehabilitation Center
- Everest College
- Friendship Shelter/Henderson House
- Human Options
- Little House
- Mariposa



AGENCY COLLABORATIVE PARTNERS

-  **New Directions, Inc - LA**
-  **O.C. Community Housing Corp**
-  **Phoenix House**
-  **SHAWL House**
-  **US Vets**
-  **Weingart Center**
-  **And more...**



EVENT AGENDA

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



EVENT AGENDA

8:00 – 8:25 am

Guests Arrive & Register

8:30 am

Guest Welcome & Orientation

8:40 am

Workshops for Guests



Before
& After!

Success Story Speaker
(8:35 – 8:40)

Motivational Speaker
(8:40 – 9:40)



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

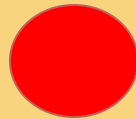
Afternoon Activities:

- | | |
|-----------------------|--|
| 1:00 – 2:00 pm | Guest & Volunteer Luncheon Individual Portraits of Guests |
| 2:00 pm | Finale & Fashion Show |
| 3:00 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

2011 Women's Day of Self-Esteem

| | |
|--|--------------------------------------|
| 8:30 – 10:00 Orientation & Speakers | 10:00 – 11:00 Wardrobe Selection |
| 11:00 – 12:00 Make-up | 12:00 – 1:00 Hair Styling |
| 1:00 – 2:00 Lunch | 2:00 – 3:00 Finale & Fashion Show |



SERVICES/ROOMS

Registration/Info

Breakfast

Orientation

No Food or drink inside, please!

Wardrobe Center

No food or drink inside, please!

Valet/Wrapping

Make-up

Hair Salon

Massage

Cafeteria

Cafeteria

Theater

Gymnasium

Outside Gymnasium

M Building

M Building

M Building



SERVICES/ROOMS

Lunch

Cafeteria

No Food or drink inside, please!

Finale

Theater

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 Harless**

Event Director

 **Marlo Kirkham**

Volunteer Director

 **Max Wood**
Ralphie Giron
Tricia Boyce

Ambassadors

 **Josh Milius**
Sabrina Reed

Registration

 **Mary Ann Profeta**
Kathy Wright

Food Service

 **Chelan Gabor**
Lisa Kanazawa

Personal Shoppers

 **Rose Rivera**

Accessories



AREA SUPERVISORS

 **Rose Rivera**

Lingerie

 **Danny Atchley**

Valet/Tear-down

 **LynnMarie Cooper**
Sylvia Newton Robbins

Hair/Make up/Massage Salon

 **Lee Lane /**
Ralphie Giron

Décor

 **Kimberlee Winkle**

Photography



WW STAFF

 **Jerri Rosen**

CEO/ Founder

 **Hollie Geisendorff**

Executive Assistant

 **Megan Harless**

Vice President, Client Services

 **Kimberlee Winkle**

Director, Finance/HR

 **Mary Ann Profeta**

Director, Career Development

 **Rose Rivera**

Supervisor, Career Center

 **Marlo Kirkham**

Manager, Community Resources

 **Danny Atchley**

Manager, Donation Center

 **Josh Milius**

Assistant, Administration/IT



DIRECTIONS

405 South:

Exit Warner East.

Turn Left on Newhope.

Follow signs to Faculty Parking Lot.

405 North:

Exit Euclid/Newhope.

Continue onto Newhope.

(Do not make any turns at the exit)

Follow signs to Faculty Parking Lot.

22 East/West:

Exit Harbor Blvd.

Merge onto Banner Dr.

Turn left on Harbor Blvd.

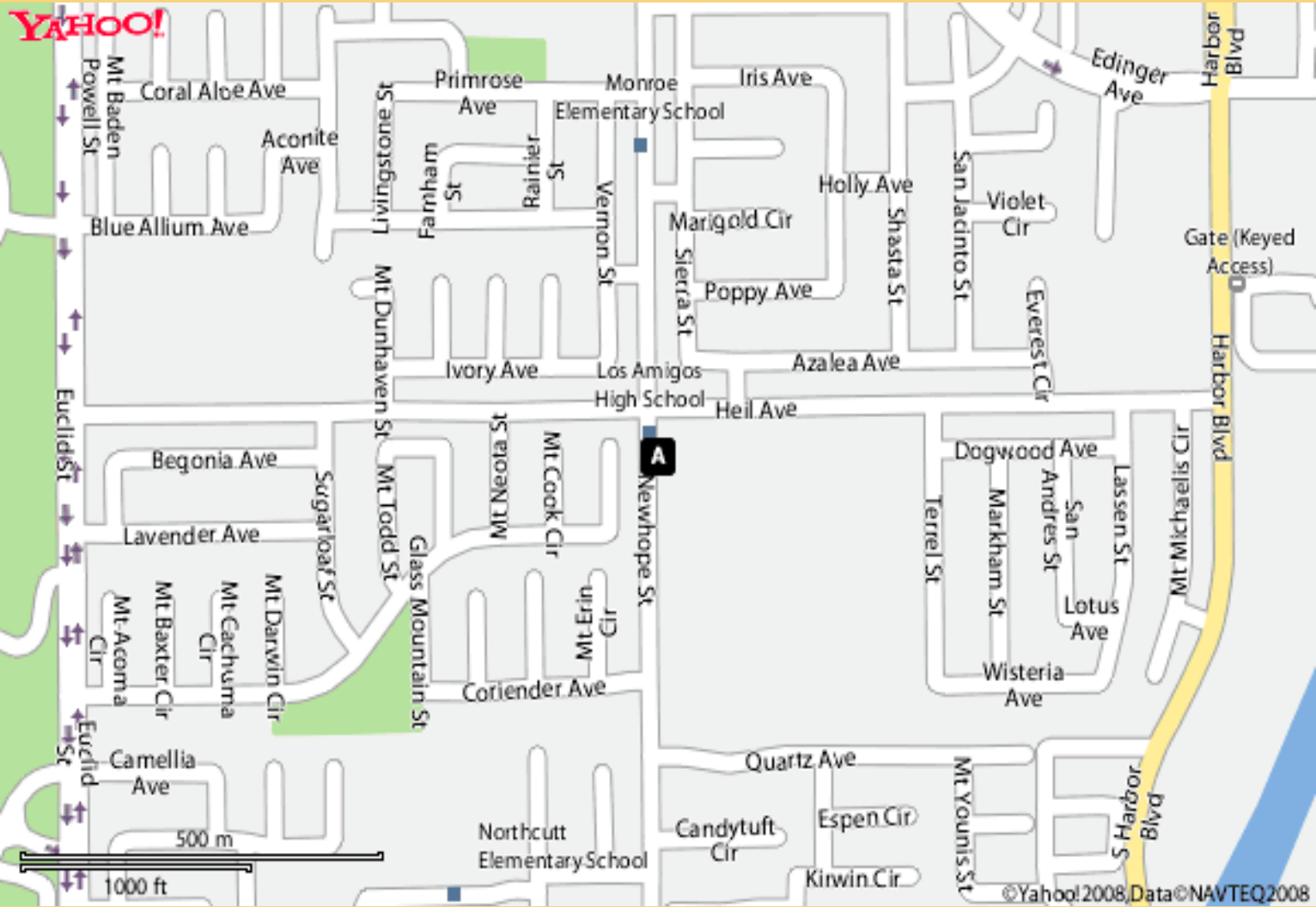
Turn right on Heil Ave

Turn left at Newhope

Follow signs to Faculty Parking
Lot



MAP & PARKING



WHAT'S NEXT?

Tips:

- Be sure to be on time or early! **7:00 am**
- Wear **VERY** comfortable shoes
- Wear a fanny pack or side saddle purse
- Be part of the Finale

Contacts for Questions:

■ Megan Harless

MeganH@workingwardrobes.org 714-210-2460

■ Marlo Kirkham

MarloK@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, Shoes, Belts & Purses



YEAR-ROUND WAYS YOU CAN HELP US

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



WHAT WE WILL DO TOGETHER

■ **Make dreams come true
for 125 women!!!**

■ **See you at 7:00 am
May 22!**



THANK YOU VERY MUCH!

