

Willingness to Serve

The South Carolina Debutante Ball wouldn't be possible without the efforts of its member volunteers. We want to find the perfect role for you! Place a check mark by any role you would be willing to serve in the future (in left column). Please return the completed form to admin@scdebutanteball.org

Name: _____

✓	Role	Responsibilities include:	Flexible	Day of	At Ball
	Leadership Position	<ul style="list-style-type: none"> • Four-year commitment rotating through positions with varying responsibilities for overall direction and coordination of the South Carolina Debutante Ball. 	*	*	*
	Secretary	<ul style="list-style-type: none"> • Responsible for attending all Board and membership meetings to take minutes. • Report on membership changes to Board. • Responsible for periodic mailings to Ball membership. • Receive membership applications, prepares information to be sent to members to review. 	*		
	Treasurer	<ul style="list-style-type: none"> • Collect dues & sends payments as requested. • Standard bookkeeping (experience with Quick Books a plus) 	*		
	Membership Committee	<ul style="list-style-type: none"> • Review prospective member information and the feedback from current members and votes on slate of new members to be presented to Board. 	*		
	Technology	<ul style="list-style-type: none"> • Minor website maintenance (WordPress or other CMS experience a plus) • Liaison to Contractor responsible for yearly technology updates (as needed) • Coordinates with Secretary for electronic mailings. 	*		

Ball Committee:	Responsibilities include:	Flexible	Day of	At Ball
Coffee Table	<ul style="list-style-type: none"> • Coordinate coffee serving pieces, coffee, and cordials with Forest Lake Club. 		*	
Debutante Flowers	<ul style="list-style-type: none"> • Coordinate placing the notes from parents/sponsors with the bouquets and distributing to the Debutantes. 			*
Decorations	<ul style="list-style-type: none"> • Assist with setup of the ballroom with tables and linens • Coordinate all flowers for Ballroom, Foyer, etc • Order lighting as needed 			

✓ Ball Committee		Responsibilities include:	Flexible	Day of	At Ball
Figure	<ul style="list-style-type: none"> Responsible for coordinating the figure for the Ball. Prepare the presentation line-up with each Debutante and Presenter as well as a Figure line-up with all Debutantes, Guest Debutantes and Escorts. Must be able to attend rehearsal the day of the Ball as well as the evening of the Ball. 		*	*	
Historian/ Scrapbook	<ul style="list-style-type: none"> Take pictures at spring party and any other events (except the December Ball) Update the Scrapbook yearly, including publications. 	*			
House and Seating	<ul style="list-style-type: none"> Arrange and set up correct number of tables and seating. Responsible for ordering place cards. 		*		
Invitations	<ul style="list-style-type: none"> Order invitations and deliver to calligrapher. Assemble and mail invitations. Organize RSVP cards for House and Seating. 	*			
Menus	<ul style="list-style-type: none"> Meet with FLC to select food and wine menu. Responsible for printing of menu cards, as well as delivering them to FLC the day of the Ball. 		*		
Music	<ul style="list-style-type: none"> Secure and Coordinates Band and play list. Prepares dance cards. 	*			
Photography	<ul style="list-style-type: none"> Secure photographer. Coordinate pictures prior to Ball for Debutantes and their families. 			*	
Stags	<ul style="list-style-type: none"> Correspond with Stags and their mothers regarding information and paperwork for the Ball. Determine Stags place during the Figure. 	*			
Reception	<ul style="list-style-type: none"> Order, cut, and apply red ribbon sashes to the gentlemen recipients. Order and pick up liquor for Ball. Coordinate door attendants, coat clerk, & bartenders. Organize receiving line. 		*		
Registrar	<ul style="list-style-type: none"> Gather all information from Debutantes, Guest Debutantes, parents, sponsors, and post Debutantes. Correspond with Debutantes, Guest Debutantes, parents, sponsors, and post Debutantes regarding deadlines, times of events, and information regarding Ball. 	*			