

# Fashion Show Checklist

By Fae Fisher

- Organizing a Fashion Show
  - Decide if it's going to be a daytime affair or an evening one.
  - Choose the date and the length of the show.
  - Choose the venue for the show.
  - Check whether it will be possible to hold rehearsals in the venue.
  - Arrange a place within the venue to keep the outfits and a place for the models to get changed.
  - Decide the length and layout of the catwalk.
  - Arrange a show committee and divide the key jobs between a group.
  - Find models for the show.
  - Consider hiring a band or singer to perform at the show.
  - Think about how you are going to introduce the show.
  - Determine a theme for the show.
  - Arrange clothing for the show - find designers and brands that fit your show theme.
- Show Committee
  - Show producer ensures that everyone else knows what they are doing and are doing it.
  - Backstage manager ensures that everything goes exactly to plan on the day.
  - Entertainment manager inform the other performers about rehearsal times and dates.
  - Stylist/wardrobe manager is responsible for the content of the show.
  - Hair and make-up artist creates image for the models.
  - Casting manager makes certain that all models know what they are doing.
  - Program and guest list manager designs the show program and compiles as well as manage guest list.
  - Promotional manager advertises the event.