Fashion Show Checklist

Created: 12/29/2011

# Tasks:

☐ **Organizing a Fashion Show**

☐ **Decide if it's going to be a daytime affair or an evening one.**

☐ **Choose the date and the lenght 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.**

☐ **Arrage 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 Commitee**

☐ **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 nad guest list manager designs the show program and compiles as well as manage guest list.**

☐ **Promotional manager advertises the event.**