

Expectations for Clubs, Parents and Contestants in the 13th Annual Fort Worth Association of Federated Women Cotillion

The Fort Worth Association of Federated Women's Clubs appreciates your willingness to participate in our 13th Annual Cotillion Fundraiser. Your participation in this upcoming event will enable the association to continue giving scholarships as well as helping other entities throughout the city.

The Cotillion will be held on Saturday, March 18, 2017 from 6:00 p.m. – 9:00 p.m. at the Sheraton Arlington Hotel, 1500 Convention Center Drive, Arlington, TX 76011. The attire for the evening will be semi-formal.

Specialized training will be provided for our contestants during the period prior to the event. We expect the contestants to attend all of the training classes so that they are adequately prepared before the cotillion presentation. We understand that there may be scheduling conflicts, so please be sure to communicate when this is unavoidable.

The following guidelines should be adhered to by all clubs, contestants and parents/guardians:

1. Clubs will tangibly support their assigned or chosen contestant.
2. The club president (or representative), parent/guardian and contestant will be required to attend the introductory meeting at the Federated Women's Club Home, 1051 Evans Avenue, Fort Worth, TX 76104 on December 10, 2016 from 1:00 – 3:00 p.m.
3. Eligible contestants: high school freshman, sophomore, junior and senior young ladies.
4. Each contestant is required to raise a minimum of \$1,000.00, excluding the club's support, to be considered in the running for Miss City Federation. The contestant that raises the highest amount over \$1,000.00, will be crowned Miss City Federation.
5. The \$1,000 cotillion scholarship will be awarded to the contestant who raises the most money in ad and ticket sales.
6. Each club is responsible for \$600 minimum and 1 ticket per club member.
7. Ads and money should be turned in at designated training sessions. **Saturday, February 18, 2017 is the final date to turn in all ads and ad monies. The deadline date for all ticket sales and any other contestant money is Saturday, March 11, 2017.**

The following guidelines should be adhered to by all contestants:

1. Each contestant will participate in:
 - ❖ **Theme discussion** - (2 minute presentation) *"My Contribution to the Next 100 Years"*
 - ❖ **Ballroom dancing** – contestants will dance with their escorts
2. Contestants are to be **escorted by their father or a significant adult male over the age of 21 (e.g. a relative, family friend, minister, godfather, etc.).** The escort will participate in the special ballroom dance rehearsals and ball.
3. Contestants are to wear long white formal gowns (no pants) with opera length white gloves and white, silver or clear shoes.
4. Hair cannot be adorned with objects or ornaments.
5. Each contestant will be provided a necklace and earrings, along with their bouquet.
6. Escorts are asked to wear a tuxedo (preferably) or black suit and white shirt with black bow tie for the cotillion presentation.
7. All contestants and escorts are required to be at the final rehearsal. The final rehearsal for the cotillion will be announced at a later date.
8. Contestants will have individual photos taken for the souvenir booklet by a professional photographer on a date and location to be determined.
9. Contestants will attend training sessions for social etiquette, public speaking, ballroom dancing scheduled to help prepare for the cotillion.

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We have read and understand the expectations and guidelines for participating in the FWAFC 13th Annual Cotillion. We understand the time and financial commitment required. We will make every effort to fulfill the requirements as outlined. We understand that we are participating in a fundraiser whose proceeds benefit the Fort Worth community.

Signature of Parent/Guardian of the Contestant

Date

Signature of Contestant

Date

Signature of Club President/Representative & Club Name

Date

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General Information:

1. To raise funds, contestants can seek advertisements from family, friends, churches, businesses and patrons. Ads will be placed in a souvenir booklet, which will be distributed the day of the cotillion.
 - ❖ Contestants are provided with a sample solicitation letter, sponsor letter and brochure to use to help with asking for support.
 - ❖ Ad prices for the souvenir booklet are as follows:
 - **\$100.00 – full page**
 - **\$50.00 – half page**
 - **\$25.00 – fourth page**
 - **\$10.00 – Patrons**
 - ❖ All full-page ad sponsors are entitled to a souvenir booklet for their donation. It will be the contestant's responsibility to ensure that they receive it.
 - ❖ All fourth page ads must be 20 words or less or a business card (one or the other, not both). Business card ads can have the contestant's name and greetings (i.e. Best Wishes, Congratulations, etc.).
 - ❖ **Pictures may be placed on full and half page ads only** (include an additional \$5.00 for photo).
 - ❖ All ads for the souvenir booklet may be submitted printed and camera ready (plain, without borders) or by email attachment. All others will be created in-house by the souvenir booklet committee. Any photos submitted will be returned to the contestant, parent or club.
2. To raise funds, contestants can sell tickets to the cotillion.
 - ❖ Contestants will initially receive **10 tickets** and will be provided more upon request.
 - ❖ Admission tickets to the cotillion will be \$40.00 (**escorts are required to purchase a ticket**). The ticket should be brought to the event to prevent confusion or conflict at the reception/registration table.
 - ❖ Ticket sales will be credited to the contestant. Tickets must be purchased by **Saturday, March 11, 2017** in order for the contestant to receive credit toward the contest.
 - ❖ Contestants must submit a final guest list, just in case a ticket is forgotten by a guest.

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Contact Information

Trevia Shaw, Chairperson
(817) 437-1780
(817) 887-3919 fax
Tmskvb2@yahoo.com

Name: _____

Phone: _____

Email: _____

Connie Bennett, Co-Chair
(972) 839-2863
conniesue_bennett@yahoo.com

Name: _____

Phone: _____

Email: _____

Lisa Thompson, Dance Instructor
Step By Step Dance Studio
(817) 726-3681
lthompson@uta.edu

Name: _____

Name: _____

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