

Decorations Committee Chair

Spring

Meet with the Ball Chairs to brainstorm execution of the theme.

Summer

Meet with committee members to discuss how to translate the theme. It is helpful to visit the storage unit to see what items can be reused.

Fall

- Meet with committee to sketch out tablescapes and put together a rental order.
- Assign tasks to each committee member for their responsibility.
- Meet with Ball Chairs at RVCC to go over schematic, details, etc.

Pre-Ball

Meet as a committee to arrange centerpieces.

It is critical to clearly communicate with the Clean-up Committee Chair so that they know what they will be dealing with, which things should be kept and taken to storage versus thrown away, which items are borrowed, and which items need to be returned to rental companies.