Youth Fashion Show Event Plan & Design Division
Instructions for Submission

The following is a Template for completing the submission of your Youth Fashion Show Event & Design Plan. Your plan is a **working Journal** of your activities in developing the plan for the Fashion show theme you would like to present for this year's Academic Rodeo. Use it in that way and document your work AND your plans.

You may . . .

* Use the Template as is and put in your information, adding additional pages as needed

OR

* Create your own sheets for each section, but you must use headings and information sections consistent with those in the Template.

Information in the Plan should be printed or typewritten to be more easily read by the Judges.

All sheets in the Design Plan **MUST** be presented in a Notebook when submitted.

Sample Decorative Items may be submitted with the Notebook.

A floor plan of the Stage and any areas to be Decorated will be provided to the Team for use in developing the plan.

The Excel version of this document can be provided for any groups that wish to type directly into the template.

1st, 2nd, and 3rd Places will be awarded in Middle School and High School levels. Only 1 plan will be selected for the stage decorations and theme for the Fashion Show. IF possible, another area will be designated for set-up by the 1st Place team in the other Level (MS or HS).

IF the Fashion Show is not onsite because of facility or other issues, options will be discussed for showcasing the work of the students.

Youth Fashion Show
Event Plan and Design Division

Year: _____

Student Team

Team Level: _____ Middle School _____ High School

School/Group: _____

Team Members:

Name	Grade	Name	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____		

Event Theme

_____

I certify that the work in this Event Plan is the work of the students listed above, representing our school/group, and that any assistance from adults was guidance only.

_____   _____
        Sponsor Signature   Date

School/Group: _____

Team Last Names: _____

(Example: Anderson, Clark, Jones, Smith, Williams)

Development of Design

What were your ideas and inspiration in developing your Design Plan?

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What responsibilities were assigned to each Team Member and how did you determine your division of responsibilities?

Team Member	**Responsibilities**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

How responsibilities were determined:

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How was the theme ultimately selected? Did you have many ideas and discuss to come to a compromise or consensus or was the first idea presented accepted and confirmed immediately?

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School/Group:

Team Last Names:

Design Concept

Describe the decorative elements of the Theme, including colors, shapes, decorative items, etc. AND indicate in parenthesis for each the Team Member who suggested the ultimate choice.

School/Group: _____

Team Last Names: _____

Design Overview

Include the following in this section:

1. Scaled drawing of the stage area with the positioning of design elements shown.

    * Remember to include placement of Narrator's podium and microphone and consider the structural elements of the stage which are fixed and not moveable.

    * Remember to leave ample spacing for participants to model and stand on stage.

2. Scaled drawing of the back wall of stage with the positioning and drawing of the design elements.

    * Be realistic in height of any decorations and how you would safely display/attach these.

3. Pictures or drawings of specific design pieces such as backdrops, decorative items, etc.

    * You are not judged on artistic ability, but be sure to label so judges may fully understand what you are using in your design.

School/Group: _____

Team Last Names: _____

Design Overview, continued

Budget Plan

List all items that will be needed for creating the design plan for the Fashion Show and any costs associated with the items listed.

* Carefully consider everything that is needed, including the tools you will need for preparing and setting up the design.

* PLEASE remember to do "Thank You" letter or note after the event for items borrowed AND return promptly in good condition.

Item Needed	Cost	Where Available	Check appropriate column		
			Buy	AR	Borrow
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
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_____	_____	_____			
_____	_____	_____			
_____	_____	_____			

Add pages if needed

School/Group: _____

Team Last Names: _____

Implementation of Your Plan

In this section, include the following:

1. Daily journal of work on the project from first day of design brainstorming to completion of plans before submitting.
   *Remember to date each entry in the journal.
   * Remember to give initials of Team Member completing each Journal entry.

2. Overview of Set-up Plans (IF the Design is selected for the Fashion Show)
   * Include details about transporting design elements, time table for set-up, etc..

3. Overview of Tear-Down Plans (IF the Design is selected for the Fashion Show)
   * Include details about transporting design elements, time table for tear-down, returning borrowed items, and clean-up of the area, etc..
   PLEASE NOTE: Decorations remain on display through the Open House and may be picked up after that or when picking up other Academic Rodeo entries.