

Holland Chorale Concert Uniform Manager

Summer - Communicate with Chorale Board and/or Artistic Committee re: uniforms for following season.

If there is a proposed change, work with committee appointed by the Artistic Director or the Board to research possible uniforms. (There are several Uniform companies that offer uniforms to groups. Our uniforms presently come from Formal Fashions, Inc.) Order and present possibilities to the Artistic Committee for their decision.

Early Fall - Get list of new members and their contact information from Chorale secretary.

At Fall Conference, meet with new members and get their sizing information. Get their measurements for accuracy. (Use Uniform Catalogue guidelines for accurate measuring.)

If keeping same uniforms as previous years, give each returning member an order sheet for them to order uniform pieces that they may need. (different size pants or dress, lost tie or brooch, etc.) List each uniform piece and it's price plus shipping costs.

Order uniforms from Uniform Company as early as possible so that they can be delivered prior to the first scheduled concert. The Chorale has a 501c3 tax exempt number which needs to be included with the order. Order is billed to Chorale and members reimburse the Chorale for the cost.

Deliver uniforms/pieces to members when they come in. Give each member an itemized statement with how much is owed. Payment is made directly to the Chorale.

Arrange to have men's pants and ladies' dresses shortened as needed before the first concert.

January -

Repeat above process for new members.