



2025 Committee Descriptions

Below you will find descriptions of most of the volunteer positions that help support Festival on the Brazos. The number of positions is a general guideline and expand or contract based on the needs of a particular year. Every single position is vital to the success of the weekend. We encourage you to be open to serving in a variety of positions. The time commitments are guidelines and meant to help you know the general expectations but can certainly fluctuate some from year to year as well.

If you have specific questions or are happy to serve but don't care where – please email fofbvolunteers@gmail.com and we'll assist you in finding a spot that works for you! Thank you in advance for the time and energy you will spend for Festival on the Brazos!

BEHIND THE SCENES (DONE BEFORE APRIL)

COURT BIOS

2025 Chair

JoAn Wade

Chair/Vice Chair: Works with Court Communications Chair to collect bio forms from the court and writes the Wacoan biographies from the information submitted. Should be a competent writer and detail oriented.

Committee: Assists the Chair & Vice Chair with writing bios as well as administrative work in collecting/approving the information.

Time Commitment: Forms begin arriving October/November and most writing is done during January with proofing in February.

Committee Positions: 1

DATABASE ADMINISTRATOR

2025 Chair

Pati Milligan

Chair/Vice Chair: Responsible for maintaining master database of court and volunteers. Attention to details is paramount as well as coordination with many committee chairs and protocol committee. NO COMMITTEE.

EDUCATIONAL OUTREACH

2025 Chair

Julie Carlson

Chair will work with area charitable and civic organizations and facilitates FOTB educational scholarships. Oversees the History Fair award in the spring.

Time: *Spotted throughout the year*

NO COMMITTEE.

INVITATIONS

2025 Chair

Janna Slechta

Chair/Vice-Chair: Work with Participation and General Chair to design and print invitations for all Festival weekend events. Organize and oversee the stuffing of all invitations in coordination with the Protocol team. Coordinates delivery of invitations to in-town court and sponsors and mail out-of-town invitations.

Time Commitment: Throughout the fall and winter to coordinate design, proofing, and printing of invitations. More time intensive in late March for stuffing/mailing.

Committee: Attends invitation stuffing meeting in late March. Must be able to pay attention to detail!

Time Commitment: One day of stuffing in late March for 4ish hours.

Positions: 6

NAMETAGS**2025 Chair****Emmalie Welstead**

Chair: Works with Protocol and Database Chairs to gather information needed to print nametags for Festival weekend.

NO COMMITTEE.

PROGRAM**2025 Chair****Kristal Lowry**

Chair/Vice-Chair: Chair is responsible for collection of information and coordination with the printer. Is also responsible for proofing along with committee and delegating any other work that is required.

Time Commitment: Bulk of the work is done in January – March for collecting information and coordinating the layout.

Committee: Assists with proofing the Festival on the Brazos Program. Attention to detail is vitally important. Deliver extra programs to royalty families the week after Festival on the Brazos.

Time Commitment: *Two to three in-person meetings in mid-April will be devoted to proofing of the Festival on the Brazos Program in addition to the program deliveries the week following Festival on the Brazos.*

Positions: 3

PROGRAM & WACOAN ADVERTISING**2025 Chair****Lindsay McEachern**

Chair/Vice-Chair: Chair/VC coordinate the work of the committee and are responsible for the administrative work in follow-up, invoicing, and payment collection. Special abilities: willingness to meet business community, salesmanship and ability to meet deadlines as well as knowledge of Excel spreadsheets.

Time Commitment: August – February

Committee: Members are assigned area businesses and/or individual advertisers from whom to solicit ads and are responsible for delivering completed contracts and ensuring completed ads are to the chairman by the deadline. Write thank you cards and deliver programs and *Wacoan* to advertisers. Special abilities: willingness to meet business community, salesmanship and ability to meet deadlines.

Time Commitment: September – February, plus immediately following FOTB, delivers programs to advertisers.

Positions: 5

PUBLICITY**2025 Chair****Chelsa Ressetar**

Chair/Vice-Chair: Coordinate publicity for various selected media and organize community project for court members. Works with Educational Outreach as needed. Arranges community exposure at local businesses.

Time: *Spotted assignments fall through Festival on the Brazos week*

Positions: 4

FORWARD FACING FESTIVAL WEEKEND (& IN SOME CASES ALL YEAR!)

COURT COSTUMES**2025 Chair****Lisa Lewis**

Chair, Vice-Chair: Design and facilitate dress designs for Princesses, Duchesses, and Royal Attendants. Purchases fabric, embellishments, and appliques for dresses and coordinates with the dress makers.

Time Commitment: Fairly intense from April through October and continued communication through Festival weekend.

NO COMMITTEE.

COURT COMMUNICATIONS**Teresa Mellon**

Responsible for creations of all forms, documents, invitations for court members and parents. Responsible for creation and printing of the Court notebook. Works extremely closely with Court Direction and General Chair.

Time Commitment: Significant time throughout the year. Heaviest May – October, January – February.

NO COMMITTEE.

COURT DIRECTION

2025 Chair

Aimee Wood

Court Chair/Vice-Chair: Facilitates and coordinates the selection and invitation process of the court. Works with the Court Communications Chair extensively to facilitate all forms, deadlines, and information that is required for a successful weekend.

Time Commitment: Significant time required throughout the year. Heaviest May – September and then late January – April.

Committee: Assists backstage at rehearsals and Festival on the Brazos Production as well as throughout multiple court events. The Court Direction committee serves as chaperones during portions of the weekend. Special abilities: Schedule flexibility, organizational skills, comfortable around teenagers. Spouses/significant others encouraged to participate with you!

Time Commitment: Festival Week - Wednesday 5:00 PM – 7:00 PM.

Thursday 12:00 PM – 2:30 PM, 5:00 PM – 11:30 PM; Friday 5:00 PM – 11:30 PM

Positions: 6

DOCUMENTARIAN

Nancy McEachern

Photographs meetings, gatherings, events and activities throughout the planning and weekend.

Compiles the official slideshow that is played at the final board meeting.

NO COMMITTEE.

GIFTS

2025 Chair

Jennifer Snyder

Chair/Vice-Chair: Responsible for organizing shifts for committee and coordinating with Lane's. Also responsible for determining the set-up of room and any other organization needed to ensure it is a smooth process for the court families.

Committee: Set up and staff the Gift Room at the hotel during the weekend of Festival on the Brazos. Duties during weekend include picking up gifts from Lane's several times per day, receiving and sorting gifts during the weekend. Additionally, during April, committee members will assist Lane's by delivering in-town court gifts.

Time: Spotted during month of April; concentrated during Festival on the Brazos Weekend.

Positions: 5

PARTICIPATION

2025 Chair

Caroline Neerman

Chair/Vice Chair: Facilitate hospitality for the Festival on the Brazos weekend. Coordinate each party including menu, location, securing contracts for each and invitations. Perform designated jobs such as distributing packets, printing signage and rentals. Special abilities: expertise in hospitality and computer skills including Excel spreadsheets. Responsible for oversight of all party chairs. Vice-Chair is responsible for all court parties!

Time Commitment: Significant time with task-oriented duties during year including Festival on the Brazos Weekend.

PARTICIPATION SUB-COMMITTEES:

THURSDAY NIGHT DINNERS

2025 Chairs

Becca McCormack & Katie Snapp

Chair/Vice Chairs: In coordination with the Participation Chair, plans the Thursday Night Parties for parents and sponsors as well as the Court Dinner. Should be friendly, organized, and detail oriented!

Home Chairs: Responsible for one home's set-up and volunteers. Will coordinate with Home Host for any specifics and be the point of contact for that home's event.

Time Commitment: Plan to work a ½ day shift the day of TND for event preparation and facilitate the TND that evening. **MUST** be available on Thursday April 24, 2025!

Positions: 5

Facilitators: Assist with party set-up and serve during the event.

Time Commitment: Plan to work a ½ day shift the day of TND for event preparation and facilitate the TND that evening. **MUST** be available on Thursday April 24, 2025!

Positions: 30

LADIES LUNCHEON

2025 Chair

Marlene Griffis

Chair/Vice Chairs: In coordination with the Participation Chair, chair and vice-chair plan, serve and underwrite this party. Communicates and coordinates with hostess committee for any needs and set-up that is required.

Committee: Committee is required to underwrite event. [SEE UNDERWRITING/HOSTING OPPORTUNITIES.](#)

ROYAL RECEPTION

2025 Chairs

Carolyn Haferkamp & Brandi Ray

Chair/Vice Chairs: In coordination with the Participation Chair, chairs will plan for Festival on the Brazos Royal Reception, which includes refreshments, table service, servers and decorations. Special abilities: hospitality skills, ability to meet deadlines. They will also coordinate with the host couples/committee for any set-up requirements.

Committee: Host Couples serve during and underwrite this party. Some set-up beforehand may be required. [SEE UNDERWRITING/HOSTING OPPORTUNITIES.](#)

Time Commitment: Day of set-up, host duties during the event and limited clean-up.

SATURDAY NIGHT DINNER DANCE

2025 Chairs

Jessica Mazanec & Jenny Peel

Chairs/Vice-Chairs: In coordination with the Participation Chair, chairs will plan for the Saturday Night Dinner Dance, including décor and dinner selection. Chair & Vice-Chair must purchase tickets if planning to eat/attend the event. Tickets are \$300 for a single and \$600 for a couple.

Committee: Should be available on Saturday of Festival on the Brazos weekend to help set up for the dinner. If seats are available, committee may be able to purchase tickets to attend events.

Time Commitment: Designated assignments for committee members the day and evening of the event.

Positions: 6

SNDD SEATING COORDINATOR

Aimee Wood

Responsible for gathering seating forms and coordinating with protocol on assigning tables and seating for SNDD. Seating Coordinator will communicate with SNDD Chairs as to arrangement and layout of the needed tables.

BEHIND THE SCENES APRIL/FOTB WEEKEND

DELIVERY TEAM

No Chair – will be contacted by Invitation & Ticket Chairs in Spring

Assists Invitations and Tickets Committee with delivering. **MUST** be available on Tuesday, April 1st and Monday, April 21st to deliver to In-Town Court & Sponsors during the day/early evening.

Positions: 8-10

DRESS FACILITATION

2025 Chair

Cindy Mosel

Chair/Vice-Chair: Coordinates committee to care for the Princess' court costumes throughout the weekend. Should be organized and able to direct a team.

Time Commitment: Spotted in order to plan and organize, time intensive during the FOTB weekend.

Committee: Pick up and transport the Princess gowns from the Royal Reception on Friday evening to Ridgewood Country Club on Saturday afternoon following the Ambassador's Brunch. Display the gowns on the dress forms for the Saturday Night Dinner Dance. Pick up the gowns after the dance and deliver the next day to the Princess' homes. Spotted assignments if dresses are displayed at other events during the weekend.

Time Commitment: Friday throughout the day, Friday 11:00 PM – midnight, Saturday afternoon

Positions: 8-10 (Varies based on number of Princesses)

FACILITATION**2025 Chair****Valerie Briscoe**

Chair/Vice-Chair: Arrange for transportation of Court members to and from parties during Festival on the Brazos weekend (i.e., bus or shuttle vans). Also arrange security for each function as needed.

Time Commitment: Transportation and Security contracts completed in the fall, spotted assignments and communication required through the spring.

Committee: Transports banners, flags, poles, standards, step & repeat and flower arrangements wherever needed.

Time Commitment: Throughout Festival on the Brazos Weekend.

Positions: 4

HOTEL LIAISON**2025 Chair****Charlotte Henderson**

Responsible for communicating with hotel regarding block rentals, coordinating registration links, and following up with any court family questions regarding hotel.

Time Commitment: Heaviest during the fall and then again immediately prior to and during Festival weekend

NO COMMITTEE.

PHOTOGRAPHY**2025 Chair****Danika Morefield**

Chair/Vice Chair: Coordinates with official Festival on the Brazos photographer and arranges shifts and assignments for committee. Assists in all photos needed for the Program. Special abilities: organizational skills, communication skills and enjoy working with people.

Committee: Work with official Festival on the Brazos photographer, Court and families to ensure that photos are taken in a timely fashion.

Time Commitment: Must be available to serve throughout the FOTB weekend at multiple events.

Positions: 5

PRODUCTION**2025 Chair****Emily McElreath**

Chair/Vice Chair: Coordinates and assists Production Director with the costumes, volunteers, cast and crew of the Historical production; assists the general chairman with production planning and scheduling. Special abilities: friendly, outgoing with a wide range of acquaintances for casting, and willing to approach people to participate in the Festival on the Brazos Production.

Time Commitment: Spotted assignments in January – March; rehearsals and Festival on the Brazos Production

Committee: Assists with costume fittings; assists with tasks during the week of Festival on the Brazos; helps to secure food for cast/crew as needed during rehearsals and performances

Time Commitment: One costumer fitting in February – March; week of Festival, Production night

Number of Positions: 2-3

WARDROBE**2025 Chair****Jessica Schrader**

Chair/Vice-Chair: Organizes and coordinates committee training and scheduling. Arranges for backstage set-up and assigns committee to princesses and duchesses. Should be cool under pressure and very organized!

Time Commitment: Spotted through January/February and more intense week of FOTB.

Committee: Receive and inventory dresses at the presentation venue on Wednesday afternoon of Festival on the Brazos week. Assist the Princesses and Duchesses backstage while dressing before Dress Rehearsal, before the Production and after the Reception. Special abilities: Work well in potentially stressful situations, which may require overseeing the repair of dresses. Assist wherever needed in the dressing of Court Princesses and Duchesses.

Time Commitment: Festival on the Brazos weekend, ALL members **MUST** work on Wednesday afternoon, Thursday and Friday nights.

Positions: 12

TICKETS

2025 Chair

Hilary Grant

Chair/Vice-Chair: Responsible for collection of all ticket forms and payment. Organizes the ticket pull to assign seats as well as the distribution of tickets. Chair has primary responsibility while it is a learning year for the VC. Should be very organized and able to communicate well with a variety of people and answer a lot of questions!

Time Commitment: Fairly constant from September through April in communicating with court parents and sponsors. Should definitely be available the week of FOTB for purchases and questions.

Committee: Members meet to help stuff court bags for ticket delivery. Assist with programs and ushering for the production.

Time Commitment: **MUST** be available the evening of Friday, April 26, 2025, to hand out programs and usher.

Positions: 4

UNDERWRITING/HOSTING OPPORTUNITIES

Royal Reception Host

Host couples will assist the chair/vice-chair day of and prior to the event and then will serve throughout the event as hosts, guides as well as stay for limited clean-up after the event.

Underwriting for this event is \$450 per couple and includes tickets for the host couple. Payment is due October 1, 2024.

Host Couples: 25

Ladies Luncheon Host

Hostesses will assist the chair day of and will serve throughout the event as a hostesses and guides for the female court members, mothers, and sponsors. Underwriting for this event is \$375 per person and includes your meal for the luncheon. Payment is due October 1, 2024.

Hostesses: 45