



2026 Committee Descriptions



BEHIND THE SCENES (DONE BEFORE APRIL)

COURT BIOS

2026 Chair

Laura Sumrall

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

Committee Positions: NO COMMITTEE

COMMUNITY OUTREACH

2026 Chair

OPEN POSITION

Chair will work with area charitable and civic organizations to help **organize community project for in-town court members** and will facilitate selection of FOTB educational scholarships. **Chair will research future projects that will engage the Waco community.** NO COMMITTEE.

Time: Spotted throughout the year

INVITATIONS

2026 Chair

Suzanne Shelton

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 see and check details!

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

Positions: 6

NAMETAGS

2026 Chair

Emmalie Welstead

Chair: Works with Protocol and Database Chairs to gather information needed to print nametags for Festival weekend. NO COMMITTEE.

PROGRAM

2026 Chair

Lauren Reitmeier

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

2026 Chair

Lindsey McEachern

Chair/Vice-Chair: Chair/VC coordinates 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, the majority of which are renewals, and are responsible for delivering completed contracts & ensuring completed ads are to the chair by the deadline. Write thank you cards & deliver programs and Wacoan to advertisers. Special abilities: willingness to meet business community, salesmanship & ability to meet deadlines.

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

Positions: 5

PUBLICITY

2026 Chair

Hope Cotner

Chair/Vice-Chair: Coordinate publicity for various selected media. Vice-chair will serve as manager of the FOTB Facebook and Instagram.

Time: Spotted assignments fall through Festival on the Brazos week

Positions: 5 Committee will take 2025 in-town royalty dresses to selected local businesses and will set up dress forms and dresses to display. Will collect dresses after FOTB weekend and return to owners.

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

COURT COSTUMES

2026 Chair

Lisa Lewis

Chair: Design and facilitate dress designs for Queen, maid, princesses, duchesses & royal attendants. Update and deliver dress packets and information to court members. Purchase fabrics and supplies needed for dress construction. Communicate with court members and dressmakers throughout the year. Work with liaison for approval on all designs and fabrics. Communication and organization skills are critical.

Time Commitment: Time commitment: intense from April through October working on designs and purchasing fabrics. Continued communication with dressmakers, liaison, court members, parents until Festival weekend. NO COMMITTEE.

COURT COMMUNICATIONS

2026 Chair

Teresa Mellon

Responsible for creating all forms, documents, invitations for court members and parents. Responsible for tracking/downloading court and sponsor forms from website platform. Responsible for creating and printing the Court notebook. Works extremely closely with Court Direction and General Chair. Special abilities: Excel, mail merge, organization. Three-year commitment. A new chair will be selected for the 2027 FOTB.

Time Commitment: Significant time throughout the year. Heaviest May – October, January – February. NO COMMITTEE.

COURT DIRECTION

2026 Chair

Emily McElreath

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. Extensive communication skills are required.

Time Commitment: Significant time required throughout the year. Heaviest May – Sept and then late Jan – 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, extensive social communication. 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

2026 Chair

Nancy McEachern

Photographs meetings, gatherings, events and activities throughout the planning and weekend. Shares photos to FOTB website and social media. Compiles the official slideshow that is played at the final board meeting. NO COMMITTEE.

GIFTS

2026 Chair

Brooke Moore

Chair/Vice-Chair: Responsible for scheduling committee shifts and coordinating with Lane's, as well as overseeing room setup and all necessary logistics to ensure a smooth and welcoming gift receiving process for 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

2026 Chair

Janyce Haskett

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

2026 Co-Chairs Becca McCormack & Claire Harbert

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 23, 2026!

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 23, 2026!

Positions: 30

LADIES LUNCHEON

2026 Chair

Elizabeth Barnhill

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

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

ROYAL RECEPTION

2026 Co-Chairs

Catherine Haskett & Melissa Pettis

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

2026 Co-Chairs

Katherine Haynes & Amanda Nesbitt

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 members 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

2026 Chair

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

2026 Chair

NO CHAIR

Will be contacted by Invitation & Ticket Chairs in Spring. Assists Invitations and Tickets Committee with delivering. MUST be available on Wednesday, April 1, and Monday, April 20, to deliver to In-Town Court & Sponsors during the day/early evening.

Positions: 8-10

DRESS FACILITATION

2026 Chair

OPEN POSITION

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 the Saturday Night Dinner Dance venue 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. Committee members also could be asked to pick up and display a limited number of previous princess gowns for Ladies Luncheon and FOTB production.

Time Commitment: Friday morning & afternoon, Friday 11:00 PM – midnight, Saturday afternoon, Saturday night after SNDD to pick up dresses on display.

Positions: 4-6 (Varies based on number of Princesses)

FACILITATION

2026 Chair

Kathryn Williams

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 as needed.

Time Commitment: Throughout Festival on the Brazos Weekend.

Positions: 2

HOTEL LIAISON

2026 Chair

Laura Pattillo

Responsible for communicating with hotel regarding block rentals, coordinating registration links, and following up with any court family questions regarding hotel. NO COMMITTEE.

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

PHOTOGRAPHY

2026 Chair

Ashley Brindley

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

2026 Chair

Lindsey Benning

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 the summer and January – March; rehearsals & FOTB 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

Positions: 2-3

WARDROBE

2026 Chair

Kelsie Smith

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: 7

TICKETS

2026 Chair

Alison Bottoms

Chair/Vice-Chair: Responsible for collection of all ticket forms and payments. 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. Extensive organizational skills and the ability to communicate well with a variety of people and answer questions are required!

Time Commitment: Fairly constant from September through April in communicating with court parents and sponsors. Must 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 24, 2026, to hand out programs and usher.

Positions: 6

UNDERWRITING OPPORTUNITIES

ROYAL RECEPTION HOST

Host couples will assist the chair/vice-chair the 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, 2025.

Host Couples: 25

LADIES LUNCHEON HOST

Hostesses will assist the chair the day of the event and will serve throughout the event as 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, 2025.

Hostesses: 45

*To be good stewards of our financial resources, we kindly ask that chairs and volunteers who wish to attend the Thursday Night Dinners, Production, Royal Reception, Ladies Luncheon, or Saturday Night Dinner Dance contribute a participation fee—unless attendance is already covered through a sponsorship, participation fee, or underwriting. This helps us offset event costs and continue creating memorable experiences for all.