

# Detailed Agenda

Saturday:

6:00 HMUA Arrive and set up In Valencia 2-3

8:00-9:00 Decor Team Report Time

9:00-12:00 Set Up/Decor Set up

10:00-3:30 Vendor Set Up

1:00: All Staff on site

1:15 Event Run through - Site Identifications

2:00 DJ On-Site

2:00 Theatrical Run Through

3:00 Plus +1 on site

Hotel Check in for those staying Saturday night

3:00 - 4:00: Final Touches

3:45 Official Portrait Station Open for Staff

4:00 Places

4:00 Horse Carriage Rides begin

4:15 Vendor Market Opens

4:30 VIP Check in Begins

5:30 - Horse Carriage Rides End / or / Can end early once all VIP has checked in  
- Photo Op only for GA

5:30 - 6:30 VIP Dinner

6:30 GA Check-in Begins - Filter into Vendor Market

6:30 Presentation station for GA at Guest Relations Area

7:00 Ballroom Doors Open

7:30 - Theatrics Begin

- Group Dance

- Presentations

8:30 Additional Ballroom dance for 30 Mins immediately following presentations

8:30 Swag Bag Station Open at Guest Relations

8:45 Call for SBC Group Photo

9:00 Following Ballroom Dancing - Thank you Speech

9:00 Vendor Market breakdown

9:10 Booty Shaking Bops

10:45 Last call

11:00 Event end

11:15 Clean up / Tear Down and consolidation

#### Notes:

- Stepping Away
  - Please let your lead or one of the Execs know if you are stepping away.
  - You can also post in our ALL chat as well that you are stepping away to either your hotel room or the green room.
- Set-Up Time Conflicts
  - Those staying at the hotel will need to step away for check in at 3
  - We will have lunch items available at the hotel so no one starves
  - Hair & Makeup
    - HMUA Sign up times may impact your personal report time keep this in mind! See Tab 2 for Sign Up Times
    - If you are doing your own HMU please make sure to step away with enough time to get ready.
    - We want you to have plenty of time so please make sure to take note of any rehearsal times and plan to pause or work around those times.
- Plan Accordingly
  - Plan to bring all items with you to dress in Green Room space.
  - Dress comfy / in work clothes for the first part of the day!
  - If you want to wear your event t-shirt the day of, it will be prewashed and ready.
  - Hotel rooms will be available for showers etc if needed. Just ask!
- Plan to eat!!
  - Eat your carbs and don't starve! If you have special dietary needs drop Savannah a note so she can see about having something set aside
- Imbibements
  - No outside alcohol allowed in the meeting room spaces...
    - But what happens in your room...
  - Keep drinking to a minimum during the first part of the event
    - Once theatrics and thank yous are over (around 8:30-9:00), you can do what you like but please be smart about it.
    - We are all adults and want to have fun, but remember you are repping all the hard work we have put into the ball and we want to reflect that.

#### Terms:

- Husbands Corner and Quiet corner: Valencia 1 and 4
- Ballroom: Mediterranean 1-6. Giant Ass main room lol
- Green room: Valencia Ballroom 2-3 (the middle room with a view)
  - This room will not be secure once guests arrive! This is where the vendors and aux staff will get food. Please secure your items in your room, a borrowed room, the boardroom, or your vehicle if you are leaving.
- Boardroom: room beside Guest Relations
  - Once the event begins, this room will be locked unless notified by Exec to unlock
- Guest Relations (GR): U Table set up at check in area
  - During GA checking: Presentation Card station
  - During Dancing: Swag and Shirt Pick up station

# HMUA Sign Ups

Time	Name	Artist	Cell
6:00/6:30	Kristin	Whitney	
8:00	Jess	Whitney	
8:00	Amber MUOnly	Whitney	
9:00	Maddie	Whitney	
7:00	Savannah	210	
7:45	Bethany	210	
8:30	Kristie	210	
9:15	Karly	210	
10:00	Hali	210	
10:45	Amber S	210	
11:30	Sara	210	
12:15	Trisha	210	
1:00	Carly	210	
1:45	Naz	210	
2:30	Crystal	210	
3:15	KK	210	

# VIP Hostesses

## VIP Hostesses: 14 Tables

Table 1:

Alex +1

Table 2: Sponsors

KK +1

Table 3:

Naz Stapp +1

Table 4: Sponsors

Maddie +1

Table 5:

Amber Stapp +1

Table 6

Jess +1

Table 7:

Amber Honeyoath +1

Table 8:

Carly + Joseph

Table 9: Theatrics

Kristin +1

Chloe+Jay

Patience +Corey

Stephanie + 1

Tori + Kyle

Table 10:

Sommer +1

Table 11:

Lauren + Ethan

Table 12:

Sara+1

Table 13

Kristie +1

Table 14:

Karly+Bethany

Jenn + Ken

VIP hostesses will be provided a script.

Table number only indicates what table you will lead your guests to once they arrive and become full- with the exception of Sponsors the tables will be random guests.

There is no particular order of who goes first- we will try and spread out the guests to different hostesses as they arrive.

Lets evaluate the best location for Teresa & Bravo or any other handiabeled persons the day of- Thinking table 3, 6 or 13.

You will get a blue wristband for you and your Plus+1.

Guests will get Purple ones. You will get 8 purple ones depending on your table assignments.

Once the 8 bands have been handed to your guests you will lead them into the ballroom to the designated table.

Once everyone is at the table start the script read. It can be shared or read by 1 person – your choice.

Welcome and thank you for joining us this evening! My name is \_\_\_\_\_ and I will be your hostess/host for the evening. As you probably read on your invitation we are gathered here tonight to help the Queen break the enchantment that holds the King captive.

At your setting you will see a "presentation card" You will use these to announce yourself to the court. Write your name for the night and any titles. The titles of High Ladies and Lords have already been claimed so keep that in mind when choosing. Try to be unique because there can only be so many High Lord Tamlin's Sexiest Man Alive... Hold on to these and the Queen's Hand will call upon you when it's time. . .

Dinner will be at 5:30 and we will all meet back here at that time. There is a VIP cash bar just for you Lords and Ladies. Visit our High Ladies for the perfect photo ops and the Houses of Artistry, Eloquence, and Influence for some interactive activities that you can participate in. And stick around because there will also be a dessert after the theatrical performance.

Please don't forget to get your official event portrait located behind those doors.(Point at side doors). You will find the vendors all along the halls outside of the ballroom. Your swag can be picked up at the front table when you are ready to depart for the night. The night's agenda is posted outside of the ballroom should you like to reference it..

If you have any questions throughout the night, feel free to find one of us or at the Guest relations table you passed at Check in. We hope you all have a magical night!



# Carriage Ride details

Carriage Details:

3 Arrival time

4 Start Guest rides to entrance

530 Guest rides end and can either start pack up or stay for 30-45 min photo op for next round of guests

— Things we need is QR code/Sign for tips and Catch a ride here sign

— Google maps of parking lot to map out path. Red indicates pick up zones.



Thank yous

I hope you are all having the most magical evening! First and foremost I want to thank you all for attending this event tonight! We built High Court Ball to be an accessible magical night for all lovers of fantasy, reading and community and I hope each of you have gotten to have your fairytale moment tonight.

Thank you specifically to our High Ladies Tiara of Sultry Company and Leigh of Fleur de Leigh, without your support this event wouldn't be able to bring so many in our community together.

To our Houses- Rock with Platinum Koi, Meghan with Anita Primrose, and Crystal with The Blush Club thank you for the engaging moments throughout the night.

To our Prince and Princesses Wild Hearts Cowboy Carriages, Welcome Home Huntsville and The Mystical Mixology.

Our Duchesses Read My Shelves, Wine and Design Madison and Confidence Collective Coaching.

Our Ladies at Blue Apple Books, Kissing Fish Corsetry and Off the Rack Boutique.

To our Vendors who brought us all the shiny things and wrecked our bank accounts...

To our theatrics crew who put on a spectacular presentation at least no one died this time.

Last and not least thank you to all the who helped make tonight possible, (Tori, Carly, Maddie, Jennifer, Amber, Naz, Alex, KK, Kristie, Karly, Kristin, Sara, Trisha, Bethany, Amber, Patience, Jess, Hali and our favorite Ken and the men folk who got convinced to help) without all of your help this event wouldn't be possible without your help and support and constantly feeding me Redbulls. Thank you for being the best Hype Girlies in town!

Now for my favorite part of the night.... Time for some booty shaking bops!!!

# Site Maps

