

# *le Krewe Mystique de la Capitale*

Baton Rouge Mardi Gras Association, LLC

## **Policies and Procedures**



2023

## **POLICIES AND PROCEDURES**

### **FOR COMMITTEES OF**

#### **Baton Rouge Mardi Gras Association, L.L.C., D/B/A Krewe Mystique de La Capitale**

These policies and procedures have been put together after consultation with committee chairpersons and office holders in the Board of Management. These are offered as a guideline to be followed to ensure a) a smooth transition when committee chairpersons change, b) to give to committee members so they may better understand all that is or will be involved leading up to the event and c) to use as a checklist to ensure a pleasurable event that is enjoyed by all.

It is the responsibility of each chairperson to write about their committee's work so KM members remain informed of all happenings through the newsletter.

The committee responsibilities are covered in the by-laws. Abbreviations are used throughout this document, Board of Management is referred to as BOM, board member as MB, Krewe Mystique as KM and Mystique Honor Club as MHC. Below is the time-line of all the work by each committee.

#### **Spring Event/Crawfish Boil & Time-line**

The Spring Event marks the beginning of a new Carnival season for the Krewe. The Krewe has started off a new year with a crawfish boil. This event is held within two weeks of Mother's Day in April.

##### **October:**

1. Set the date for this event in consultation and approval of the BOM.
2. Choose a venue and present the contract to the BOM for approval. Keep inclement weather in mind while choosing a facility.
3. Choose committee members that will help you.
4. Consider decorating tables with simple Mardi Gras beads etc.
5. Inform the membership of the date. Remind them to start thinking of potential members to invite.
6. Contact vendors, Mardi Gras supply stores, formal wear rentals etc., if they would like to set up a display.
7. Invite the photographer and the costumer.

##### **March:**

1. Remind the membership of the event.
2. Contact the facility/venue to plan the layout of the tables, chairs and seating for the general membership meeting.
3. Tables will be needed for a) Treasurer collecting dues, b) costumer taking measurements and c) the photographer to display photos from the ball and parade.

4. Name tags should be prepared for all attendees and guests.
5. Proper signs should be made to identify who is where.
6. If members are bring requested to bring a dessert, do so now.
7. Assign committee members to handle 50/50 ticket sale.
8. Find a Master of Ceremonies.

#### **April – one week before:**

1. Confirm that all arrangements are made.
2. Give the facility the exact count of attendees.

#### **Day of Event:**

Chairperson and committee members arrive thirty minutes or so early and see all is in order for a fun event.

### **King Cake Party and Time-line**

#### ***The chairperson in charge of the King Cake event will:***

1. Be responsible for **selecting a committee** with the purpose of planning, organizing and carrying out the annual King Cake Party.
2. **Select a date** (along with the Board) for the King Cake Party on a Friday or Saturday evening in early January.
3. Arrange for a **buffet style event** (appetizers served by staff is the general arrangement)
4. Along with Board members calculate a **fair price for tickets** to this event. The Krewemust not incur unnecessary expenses or risks in this pricing.
5. Organize with the venue/caterer to have drinks to be included in the ticket price (limitedvia a drink ticket format). After the patron’s ticket s are utilized members will pay for their own drinks (cash bar).
6. Have **committee members designated to sell 50/50 raffle tickets** throughout the evening. This is a source of fundraising to help defer costs of the event.
7. Allow Krewe members ample time to purchase tickets since **NO TICKETS WILL BE SOLD AT THE DOOR.**
8. **Order King Cakes** (with no babies inside). The King Cakes are served and babies are put in select pieces by Board Members to be given to guests. These pieces are generallygiven to prospective members who are guests of Krewe Members.
9. Arrange the **Mock Court**. This is made up of “guests” who receive babies in their King Cake. They are taken to a private room and given “regal robes”, crowns and beads to parade among the attendees. It may be advisable to assign this task to one person, preferably a board member.
10. Arrange for **live music or other entertainment** to be provided during the evening
11. Ask a Board Member to act as **Announcer** for the evening. This announcer provides information to attendees throughout the event and introduces the Mock Court.

## **Feb-March**

1. Follow up on any problems or issues from previous year's event.
2. Arrange and negotiate contract for venue

## **April-May**

1. Recruit members for committee to plan, decorate and oversee event
2. The Crawfish Boil is a good opportunity for this.

## **June-July**

1. Verify contracts with venue (including extra room for Mock Court)
2. Check Mock Court garments for any repairs needed
3. Arrange entertainment for event

## **September-October**

1. Have contracts in hand for venue, caterer (if applicable) entertainment
2. Order King Cakes (no babies)

## **November**

1. Send out King Cake invitations/details to membership
2. RSVPs by mid-Dec (critical)
3. Purchase beads and throws for Mock Court if necessary

## **December**

### ***First week:***

- a. Meet with committee to discuss decorations, set up, assignments for night of event
- b. Confirm all details with venue (room set up), caterer, baker and entertainment

### ***Second week:***

- a. Remind membership via email blast that only RSVP prepaid admissions are done
- b. Tickets picked up at door (including drink tickets if applicable)
- c. Arrange a food tasting with caterer or hotel
- d. ***Third week:*** contact caterer/venue with final count for event
- e. Meet with decorating committee for final decisions and verify all jobs are covered
- f. Gather decorations and make any purchases necessary

## **January 2-5**

1. Verify all details (room set up) and decorations; confirm numbers with venue
2. Confirm with venue for times to come in and decorate

3. Get Mock Court robes from Krewe Storage Unit
4. Beads for Mock Court to throw (storage unit)
5. 50/50 Ticket rolls

### **Day of event**

1. Morning: verify times to begin serving, details, etc. check set up
2. Afternoon: decorate tables with committee
3. Evening: Have two-three committee members at front table giving out tickets
4. One-two committee members selling 50/50 tickets
5. Assign 2-3 people to help with the Mock Court
6. Collect centerpieces before Mock Court goes around (prevent breakage)
7. Pack up all reusable decorations for transport to Storage Unit

### **Week after event**

1. Return decorations and robes to storage unit
2. Critique event to improve for following year and prepare a short report to be used as discussion points with the venue in a post-event meeting.

### **Ball Committee and Time-line**

The BOM should have picked out a date and facility/venue for the ball at least a year in advance.

### **March-April**

1. **Post-event meeting** with the facility to discuss the last ball held and any points that may have arisen. The honor chairperson should attend this meeting.
2. Be responsible for **selecting a committee** with the purpose of planning, organizing and carrying out the annual Ball.
3. Arrange for **live music** to be provided during the evening. Present contract to BOM.
4. Give videographer's contract to the BOM.
5. Give dates to the videographer, photographer, sound man (Bob Blanchard), nursery supplying plants.
6. Check state of stage props etc. in the warehouse to see if they need repairs or painting etc.

### **September – October**

1. Coordinate with contract chairperson for special prices hotel room rates.
2. Check where the photographer can set up on the day of Ball? Ball Captain provides the back drop to the photographer.
3. Order Ball invitations and tickets from the printer. KM has been using Champion Graphics located at 10848 Airline Highway, Baton Rouge. Contact person is Doug McElwain.

4. ***Make a ball ticket order form.*** This is separate for KM members, returning and current honor court members (*as each gets different number of complimentary ball tickets*), members of MHC and past members. Include the following in the order form:
  - a) Deadline for placing order
  - b) Hotel room rates
  - c) Procedure for members/guests to reserve a full table for 8-10 persons

## **November**

1. Mail invitations with ticket order form to KM members, returning and present honor court, members of the MHC, past debutantes/pages and KM members that have left the Krewe in the past three years or so.
2. Set up a bookkeeping system to track orders and money received.
3. Check with the videographer, photographer, sound man and nursery supplying plants.
4. Prepare the ball program, in consultation with the honor chairperson, and proof read it. Show it to the BOM.

## **December**

1. Give program to the printers (Champion Graphics).
2. Check with the contract chairperson about the pre-event meeting conference with facility hosting ball.
3. Finalize menu with the facility.
4. Check that facility has earmarked rooms for honor court (to change), a hospitality room, a room for costume/logo item pickup on Friday and what time ballroom will be available on Friday for set up and rehearsal.
5. *Make table numbers* keeping the ball theme in mind.
6. Make arrangements for drink tickets to be given to each attendee (if drink tickets are to be given with each ball ticket)
7. Confirm with BOM on who all get complimentary tickets. Every member gets one ticket, every debutante gets one comp ticket. The king, ball captain, returning king, queen and ball captain get two comp tickets. The current queen gets three comp tickets.
8. Mail ball tickets and drink tickets, if applicable. ?????????? Check details.
9. Make arrangements for KM props to be picked up and transported to the facility and returned to the warehouse of the day following the ball. Contract chairperson should have arranged with facility to unload the props.

## **January**

1. Assign tables to all attendees. Keep in mind that the current honor court should be assigned tables closer to the stage.
2. Ask the BOM president if he would like a table for himself and any special guests he may have.

## **Day Before and Day of Ball**

1. Check with all committee chairpersons if arrangements are as planned.
2. Work with the venue to insure that the ball room is secured when no Krewe members are present.
3. Check with all vendors and suppliers.
4. Check that tables are numbered correctly.
5. Set up tables to greet ball attendees.
6. Make sure all attendees are properly clothed.
7. Check that enough lieutenants are on hand to escort guests to their tables.
8. Make sure that doors are closed on time.

## **February – March**

1. Hold committee meeting to review the ball and see what needs to be brought to the attention of BOM.
2. Hold a post-event meeting with the facility in coordination with the Contracts chairperson, the BOM president and the Honors chairperson.
3. Select committee for next year's ball!

## **Honors Committee Responsibility and Time-line**

### **The honors chairperson shall be responsible for:**

1. Forming a suitable honors committee to assist in all things pertaining to the honor court. Earmark a committee member for the pages, another for flowers received for the honor court on day of ball, at least two members for debutantes, one member to stay with the royalty and open the lobby door for their entrance in the ballroom.
2. Preparing an Honors Booklet which will contain information for the prospective king, queen, ball captain, debutantes and pages.
3. Preparing "expectations" of a king, queen and ball captain.
4. Finding an honor court consisting of a king, queen, ball captain, debutantes and pages as close to the spring event as possible.
5. Brief the members of the Honor Court on information for dress/costume requirements.
6. Find a costumer that will make costumes for the King and pages.
7. Find a source to make KM flags for king, queen and ball captain
8. Work with the debutantes and their mothers on the dress requirements for the Ball.
9. Order tiaras for the debutantes. It is recommended that the tiaras be at least 3" in height. The queen's crown should be higher than the tiaras selected for the debutantes.
10. Assist the king and queen with their crowns and scepters. Mr. & Mrs. Cain at Dynasty Collection in Mobile, Alabama, have provided wonderful service and product in the past.
11. Get medallions made for the king, queen, ball captain. These are gifts from the Krewe to the royalty. In years past silver trays/ice buckets for champagne/wine bottles were given.
12. Assist and guide the King and Queen to host their respective parties in summer (queen's party), and fall (king's party). Provide them with the updated KM roster and Honor Court list.

13. Have suitable medallions or engraved cloisonné for the debutantes and pages.
14. Arrange for a mother-daughter luncheon of the debutantes at which time the honor chairperson and committee members can communicate with and answer/clarify points with the debutantes. Have a speaker, could be Board president or a honors chair or a committee member, to talk to them about the ball and the parade.
15. Take pictures at the luncheon to be released to the media.
16. Get parents signatures on the permission form to release debutantes photos to the media
17. Arrange a suitable party for the pages and their mothers where the costumer can take pages' measurements. Parents to sign permission to release photographs of pages to the media.
18. Entourage: coordinate dates and places for the entourage to coronate the Honor Court.
19. Arrange an evening gathering where the board members can meet with the king, queen and ball captain.
20. Select Master of Ceremonies for the Ball.
21. Select AV person for the ball.
22. Choreographing the presentation of the Honor Court at the annual Tableau.
23. Coordinate with lieutenant chair to see if walk through is necessary to familiarize them with the choreography.
24. Work with the MC and AV person on the ball script, music and lighting.
25. Work with the Ball chairperson in allocating seating for members of the Honor Court and their guests.
26. Maintain a list and current contact information on the past Honor Courts.
27. Remain in constant touch with all members of the Honor Court throughout the year.
28. Provide photographs of events and a write-up relating to the Honor Court for publication in the media.
29. Write-up of the Ball for the newspaper to reach the Advocate two weeks prior to the Ball. Include the name of MC and AV person in this write-up.

## **Time-line**

### **February**

1. Send parade information to the Honor Court. Provide information for dress and float assignment. Two Lieutenants are assigned to each Royalty float.
2. Start looking for Honors for next year.

### **March-July**

1. Invite members of the Honor Court to the spring event.
2. The chairperson and committee members should be giving out Honors applications to qualified persons.
3. Assist the Ball Captain with the theme of their year and with the presentation they will make to the Board of Management on costumes for each float.
4. As Honor applications are approved send welcome letters, collect deposits/payments; meet with parents to communicate all that is involved and required of them.
5. The Treasurer also writes to each Honor Court person and helps with fee collection.



6. Have Ball Captain meet with Logo Item chairperson to go to New Orleans to get art work, based on theme, and order cups and doubloons. Also, have Ball Captain meet with Costume chairperson and costumer for costume designs for each float and the pages. Pat Hartdegen has been making costumes for King and the Pages.
7. Arrange for Ball Captain to meet sound man (Bob Blanchard) about music selections

### **August-September**

1. Arrange a date and location for Mother-Daughter Luncheon. Committee members should decorate venue with Mardi Gras theme. May consider a DVD playing (without sound) in the room.
2. Print and send invitations for the party.
3. Arrange fashion show for debutantes, if so desired.
4. Collect biographical information from king, queen, ball captain and debutantes.
5. Be sure Board President can attend this luncheon.
6. Finalize a date for Page party where they can be measured for their costumes. Hand out an information booklet to each parent with event dates and other pertinent information aboutshoes, socks etc.
7. Prepare information booklets to give out at luncheons to each debutante and member of the Honor Court. Include dates of events for coming year. Include board members name and address.
8. Send Ball information to videographer, photographer, AV and lighting man (Bob Blanchard). Arrange for the royalty (especially the ball captain) to consult with AV to selectmusic for the Tableau.
9. Set up Entourage dates in consultation with the board, lieutenant chairperson and membersof the Honor Court. May wish to assist the king, queen and ball captain with their invitationlists.
10. Finalize a date and location for the photo shoot of the formal photos of the King, Queen,Ball Captain and the debutantes for release to the media. Make sure everybody has their costumes ready and the king and queen are in possession of their crowns and scepters.
11. Depending on the size of the Honor Court, may want to see if two or three debutantes willhave the entourage at one location.
12. Order medallions, tiaras and goblets for the Honor Court. Get proper doubloon from theLogo chairperson.
13. The goblets should be engraved appropriately.

### **September-October**

1. Meet with costumer for King and Page costumes.
2. Order gloves for Pages
3. Remind Royalty to order their crowns and scepters. The debutante's tiara should be 3" highand the queen's 7" high.
4. Prepare an order for flowers required for the Ball for the Honor Court. Place this order.
5. Check what plants would be needed for the Ball. Place this order.
6. Check with King on his preference for music for the dance with queen and for the call-out dance
7. Inform band of the choice. Also inform band on the sequence of action at the Tableau

## October/ November

1. Coordinate entourage date and times with Lieutenant chairperson and each of the Honor Court member.
2. Buy champagne for Entourage. Put Krewe Mystique logo on the bottle.
3. Order flowers.
4. Order scrolls for each member of the Honor Court.
5. Arrange for a photographer and someone to take video of the entourage. The photographs can be used for publicity while the video can be shared with the Krewe videographer to be included in the final DVD that is prepared.
6. Go over the checklist of the entourage to ensure all will go smoothly. Below is a list of items that should be included:
  - a) **Music at entrance** -- Bob Cook has handled. He has the hand-held music box and the tape.
  - b) **Video:** Arrange for video-taping of the entourage. This video should be given to the videographer to be incorporated in the final DVD he prepares.
  - c) **Scrolls:** Champion Graphics printed scrolls for 2011 Honor Court. The quality was extremely good.
  - d) **Champagne:** One bottle each for debutante's, king, queen and ball captain. These should be kept on ice.
  - e) **Labels for Champagne bottles:** Arrange for KM labels to be placed on each bottle. Naresh has the left over Champagne labels from 2011-12.
  - f) **Flowers:** Each debutante is presented with one red rose. The queen and ball captain (lady) gets three. The roses should be procured the day of entourage or one day before. Keep them refrigerated until use.
  - g) **Tiara's for debs.** Should be ordered well in advance.
  - h) **Flutes for debs** and cups for king, queen and ball captain should be ordered and engraved well in advance.
  - i) **Crown and scepter:** King and queen have their own. We need to have them with us so we can present them during the ceremony. Collect them from them before hand so they can be presented during the ceremony.
  - j) **Hat (?) for ball captain:** Should check with ball captain, get it from her so it can be presented to her/him during the ceremony.
  - k) **KM Flags** for king, queen and ball captain: These may be presented at entourage or the BOM may vote on placing them in the homes before the Ball. The flags were placed in royalty yards before 2012 Ball.
  - l) **Lieutenant's goblets/flutes:** Remind Lieutenants to bring their own flutes.
  - m) **Pillows:** Naresh has them.
  - n) **Medallions** for king, queen and ball captain: BOM should vote on when to present these. They were presented at the Royalty party in November 2011.
1. Call each person before arrival.
2. Be sure every member of the Honor Court is ready for the photo shoot with their dress/costume, tiaras, crown and scepter and hairdo's. The location for the photo shoot are: Country Club of Louisiana, Old State Capital, Old Governor's Mansion, Ashley Manor, White Oak Plantation etc. Try and choose a location in consultation with the photographer.

## **November -- December**

1. Inform every member of the Honor Court about the King Cake party.
2. Have Honors pictures for Ball announcement in to the Advocate two weeks prior to Ball with the article attached.

## **December -- January**

1. Assign lieutenants by their costume colors and debutantes height.
2. Coordinate with Lieutenants chairperson as to the number needed for the Ball.
3. Write script. Consult with and give the biographical information of each member of the Honor Court to the Master of Ceremonies.
4. Make certain all members of the Honor Court know about the rehearsal for the Ball and do attend it on Friday preceding the Ball. The Ball rehearsal is normally held around 6 and 7 pmon Friday, one day before ball.
5. Arrange for a baby sitter for Pages on the day of the Ball. Arrange for snacks and sodas in the room.
6. Any pictures before ball should be arranged.
7. Coordinate with the hotel that dressing rooms are available (and signs posted on the doors) for debutantes, lieutenants, king and queen and ball captain.
8. Check that hotel has earmarked a security officer to keep an eye on the dressing rooms when the Honor Court members have gone for the Tableau.

## **Logo Items and Time-line**

The chairperson of the Logo Items shall consult and inform the Board on all matters related to logo items/special throws items/beads. The chairperson should recommend and suggest items to be added/deleted on a regular basis and should be responsible for:

1. Ordering doubloons, beads, cups, and special throw items from the vendor
2. Keep enough cloisonné in stock for distribution at the Ball (honor chairperson, master of ceremonies, lieutenants, pages, debutantes receive a cloisonné)
3. Store and inventory all logo items
4. Prepare Logo Item Order form to be sent to membership and Honor Court
5. Keep a record of all orders received and monies collected. This record should be handed over to the Treasurer filling of all orders received. The orders are picked up by the members on the Friday before the Ball

## **Time-line**

### **May-June:**

Arrange a meeting of the Ball Captain (and the King and Queen) with the vendor for preparing the art work and exchanging ideas of items available to the Royalty

### **August-September:**

1. Order Logo items and any special throw items after consulting with the board
2. Check with Honor chairperson about the doubloons needed to make royalty medallions

### **November**

1. Send the Logo Item Order form to membership and honor court
2. Give cloisonné for engraving

### **December-January**

1. Receive logo items order from vendor
2. Record all logo item orders received and monies collected
3. Fill all orders received. These are picked up on Friday before the Ball
4. Check with Parade chairperson if throws are needed by Grand Marshall for KM parade
5. Check with King Cake chairperson what items they need for their party
6. Check with ball chairperson what they need for the Ball

### **February**

1. Give an account of monies spent/received for logo items to the Board.
2. Inventory items in storage unit

### **Krewe Historian**

1. The Krewe historian should prepare a history of Krewe Mystique
2. Historian should obtain photos of all Honor Courts from the time of inception
3. Historian should maintain a record of every year's Honor Court
4. Historian should maintain files of all articles, photos and Krewe news that has appeared in the media
5. Historian should maintain a record of the major events of the year

### **Contracts**

1. Submit dates for the Ball, King Cake party and spring event for the next two years to BOM for approval.
2. Negotiate the contract for the Ball, Kings Cake party and the spring event.
3. Coordinate with chairpersons of Ball, Spring Event and King Cake party to insure that they are in agreement with the terms of the contract.
4. Be a liaison between KM and the facility holding the ball and king cake party. Any issues or changes that affect the contract must be submitted to contract chairperson first.

5. Arrange a pre-event and a post-event meeting with the facility. The Ball chairperson, the King Cake chairperson and the Honor chairperson should be encouraged to attend this meeting.

### **Parade Responsibility and Time-line**

The parade chairperson shall select KM members to serve on the parade committee and also make effort to keep up with the various float rental agencies to ascertain that KM is getting the best floats at a competitive price.

#### **Mid May – June**

1. Visit float provider to choose floats for KM parade. The number of floats should be determined by the BOM.
2. Submit names of desirable Parade Grand Marshall's to BOM for approval.
3. Review list of parade participants and see if new participants can be added.
4. Remind the MB handling insurance that a certificate of co-insurance is required by the City-Parish and LSU (if using any LSU parking lots as the as the parade staging area).

#### **September**

1. Initiate parade permit process with BRPD/City-Parish.
2. Ensure that a Certificate of Insurance naming a) City of Baton Rouge, P.O. Box 1471, BR, LA 70821, 2) a certificate of insurance for hired and non-owned autos for \$1 million naming City of BR, P.O. Box 1471, BR 70821 and 3) a certificate of insurance naming Board of Supervisors of Louisiana State University and A&M College, is in hand.

#### **December**

1. Ensure the parade permit has been processed.
2. Confirm with parade Grand Marshall.
3. Contact and send out invitations to truck float participants from past year/s.
4. Send invitations to school bands, color guard, various walking/dancing groups that participate in the parade and are paid.
5. Initiate process of securing LSU Vet School parking area as staging area for parade.
6. Contact radio stations and TV stations for participation in KM parade and for publicity.
7. Contact enough float pullers.
8. A minimum of three convertible cars are needed for a) Grand Marshall, b) returning king and c) returning queen.
9. Contact the person that is responsible for cleaning the staging area after everyone leaves.

10. Order float signs for the royalty floats, Grand Marshall and returning King and Queen and each individual float.
11. Prepare parade guidelines to be given to all parade participants to insure a safe parade.  
UNDERScore THE FACT THAT ALL RIDERS ON KM FLOATS WILL KEEP THE MASK ON FOR THE DURATION OF THE PARADE.
12. Emphasize that all trash shall be removed from the floats before leaving.

### **January and Before Parade**

1. Collect signs for parade and ensure they are put on floats on parade day.
2. Check with the float company when floats are arriving in Baton Rouge.
3. If arriving on Friday, arrange overnight parking of floats.
4. Make certain the permit process is complete.
5. Arrange for truck float competition judges and prizes.
6. Coordinate with Publicity chairperson to arrange interviews on the morning shows on various TV stations.
7. Assign parade day responsibilities to committee members.

### **Parade Day**

1. Direct floats to the parade staging area to be loaded.
2. Put signs on floats.
3. Put signs on convertible cars for Grand Marshall and returning king and queen.
4. Toast before parade starts.
5. Make sure all truck float participants have paid the applicable fee, if due, to KM.
6. Line up the KM floats and other participants at the starting point.
7. Coordinate with the Treasurer so all parade participants get paid on parade day. This includes the man that will clean the staging area.

### **After Parade**

1. Meet with committee members and review the parade process, participants and floats etc.
2. Bring up any points before the BOM.
3. Select committee for next year's parade!

### **Communications**

The communication chairperson shall also oversee the KM web site.

Forward event dates and material to the web master so the KM site remains current on dates, event setc.

1. A KM newsletter should go out to the membership every other month.

2. Have committee chairpersons submit articles on their committees and events that can be included in the KM newsletter.
3. Maintain a current roster with contact information.
4. Send out emails to members when so directed by the BOM.
5. Supervise the e-cards to members on their birthdays and anniversaries.

### **Publicity**

1. The publicity chairperson shall maintain an updated list of contact information for all media, including print and video/audio, in Baton Rouge metropolitan area.
2. Keep the media informed on the major KM events which are 1) King Cake party, 2) the annual Ball and 3) the annual parade.
3. Prepare press releases for KM events.
4. Send information, with photographs, about all KM events (crawfish boil, honors gatherings, new member party, royalty parties, king cake party, float parties to name a few) to the media for publicity.
5. Arrange for interviews with TV stations to promote KM parade. Coordinate with BOM and parade chairperson to select KM members for TV appearances.

### **Costumes and Floats**

**The Costumes and Floats honors chairperson shall be responsible for:**

1. Facilitate a meeting between the ball captain and the costumer to develop individual float costume themes.
2. Arranging for costumer to get costume measurements from members and extra riders.
3. Each member gets one costume. Extra costumes for spouse/first extra rider are \$100. Costume cost for the second extra rider and for non-members is \$200 each. Only BOM can set the costume cost.
4. Keep the costumer informed on the paid status of members and extra riders on each float. Headpieces and masks are needed with each costume.
5. Procure gloves for all riders.
6. Coordinate the picking up of costumes by floats or by individuals.
7. All costumes not picked up will be brought to the ball facility to be picked up on Friday before the ball.

## **Time-line**

### **March – April**

1. Invite the costumer to the spring event/crawfish boil so KM members, and extra riders, can be measured for parade costumes.
2. Assign each member to a float. Every effort will be made to put new members on their sponsor's float.

### **December – January**

1. In consultation with the BOM and costumer, set a deadline for accepting costume orders.
2. Costumes consist of a tunic top, gloves, mask and hat/headpiece.
3. Coordinate the costume pick up. The float sergeants may wish to pick up the floats costumes and give them out at the float parties.
4. The costumes may also be picked up individually.
5. Costumes not picked up should be taken to the facility where the ball is being held. Members should be informed to pick up their costumes on the Friday before the ball.
6. Depending on the weather, the chairperson may wish to recommend riders wearing warm clothes under the costume.

## **Membership**

*The lifeblood of the Krewe is its membership. The BOM decides on the exact number of members, though a number of 115-120 is considered ideal. The greatest responsibility of membership chair is to remind the members continuously about getting new members until the ideal membership number is reached.* Then a waiting list should be maintained.

1. Prepare a New Member Handbook that adequately describes the advantages of being a KM member.
2. Make every new member feel welcome.
3. Organize a new member party in the fall. This party is traditionally put on by the MB and no charge made to KM.
4. Develop an incentive program to encourage current members to bring new members until the ideal number is reached. Present this to the BOM.
5. Keep a current roster of KM members with contact information.



## **Lieutenants**

1. The lieutenant chairperson shall be responsible for maintaining an adequate number of male and female lieutenants, in different color costumes, to comfortably meet all obligations.
2. The chairperson shall recruit new lieutenants from KM membership. Each new lieutenant shall be voted in by the BOM.
3. The chairperson will work closely with the chairs of honor, ball, king cake and spring event/ball committees to meet the needs for lieutenants at those events.
4. The lieutenants have organized a celebration of Mardi Gras at Lake Sherwood Retirement Home. The honor court should be encouraged to participate.
5. Inform the male lieutenants that they will be wearing black tails, white vest and white tie at the ball when not in their colored costumes.
6. Lieutenants not escorting debutantes at the ball will escort guests to their tables.
7. Inform the lieutenants that they shall maintain their costumes in good order throughout the year.
8. Maintain a roster of all male and female lieutenants with the color of their costumes.