



RAH | Gown Rental Attendant

ROLE:

RAH - Gown Rental Attendant | 2 Volunteers

HOURS:

4/18/17 | Tuesday | 7am - 6:30pm

4/19/17 | Wednesday | 7am - 6:30pm

OVERVIEW:

The RAH program provides gowns for models to check out and wear on shoots. You are responsible for the inventory, rental process, and keeping a log for the gowns, as well as helping models with the gowns, i.e. locate, clamp, tie up, etc. You will need to communicate rules and regulations to models and require them to sign dresses in and out. See attached map for your specific location.

RESPONSIBILITIES:

Gown Attendant Lead | *Remain at gown rental station and oversee all gown processes*

Gown Attendant Alternate | *Assist with all gown processes. Monitor the Speaker Model gown rack. Make sure only Speaker models are checking out these gowns for their classes. You will be given a list of Speaker Models per breakout session.*

- Explain gown rules and regulations to models (see attached example)
- Manage gown Inventory - gowns are categorized by tag #
- Checking gowns in/out
- Helping models clamp dresses, keeping track of clamps
- Directing model to check in once they are dressed
- Keep speaker model gowns pulled on a separate rack - only the Speaker Models can have access to these gowns

PROCESS:

- Inventory gowns
 - All gowns are categorized by a tag # - check that inventory matches. You will work off the gown inventory list (see attached)
 - Familiarize and review the gown inventory list, make sure all gowns are present before RAH begins
- **DO NOT** check out gowns on the speaker model rack to anyone other than the appropriate speaker model - you will be given a list of speaker models per breakout session.

CHECKING OUT a dress:

- Explain rules and regulations for the gowns to models (see attached example).
 - 2 hour time limit. Models will need to check back in with the RAH Gown Rental Station if they have not been able to use to gown.
 - Dress must be brought back in same condition: *no tears, stains, pieces missing, etc.*

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- IMPORTANT: it is the model's responsibility to take care of the gown. If a gown is damaged, she will not be allowed to check out again.)
- Assist model in locating gown, fitting of dress and clamping if necessary
- Once model has dress, print model name and have them sign next to their name, phone # and dress # on the checkout sheet.
- Log number of dress clamps, if applicable.
- **NO DRESS LEAVES WITHOUT GETTING RECORDED**
- Once model is dressed, direct her to model check-in station.

CHECKING IN a dress:

- Find model's name on the sheet write down time of check in and sign your initials.
- Assess dress condition
 - If damaged: mark on the sheet including what damage, where, and what model. Let the model know that she cannot check out any more dresses for the remainder of the event.
 - If not damaged; place gown on the rack in the correct location

STATION-SPECIFIC NOTES:

- **What do I do if a gown is damaged?** Document the damage on the check in form. Note the model's name. She will not be allowed to check out another gown
- **What do I do if a gown is missing?** Call the model that checked it out last. Try to track it down and get it back. If not returned - Note model's name, and they can't check out again.
- **What if the tag is missing?** Figure out the number by looking up the model's name that is returning it. Do not check out a dress without a tag.
- **What if the clamps are not returned?** Model cannot use the gown rental program again.
- **What if it is not brought back in 2 hrs?** Leniency will be given if they go slightly past time, please use your discretion.
- **What if I don't know the answer?** Connect with Krystal.