



RAH | Hair & Makeup Attendant

ROLE:

Hair & Makeup Attendant | 1 Volunteer

HOURS:

4/18/17 | Tuesday | 7am - 5:30pm

4/19/17 | Wednesday | 7am - 5:30pm

OVERVIEW:

The event will be providing hair & makeup for all models through Paul Mitchell. You will be working directly with their hair & makeup team to get models in and out of chairs. You will be managing models by your "Hair & Makeup Sign Up" sheet (see attached example). As chairs open up you will call the next model's name from the list and usher them into a chair. See attached map for your specific location.

RESPONSIBILITIES:

- You will have models sign in on the "Hair & Makeup Sign Up" sheet (see attached example).
- As chairs open up, send in the next model. PRIORITY GOES TO SPEAKER MODELS.
- Direct Parents to the waiting room area (waiting areas highlighted on attached map).
- Remain in the Hair and Makeup area to ensure that everything is running smoothly - however you may need to call out names in the waiting areas for models that do not respond.

PROCESS:

- Direct models to sign up to have their hair & makeup done, and direct them to the waiting area (waiting areas highlighted on attached map). PRIORITY GOES TO SPEAKER MODELS
- As a chair opens up, call out the name of the next model.
- As soon as model arrives, usher them to an open chair.
- Cross off their name on the signup sheet

STATION-SPECIFIC NOTES:

- ***What if a speaker model needs hair & makeup, but there are no chairs?*** Speaker models take priority. They will go to the top of the list and get the next available chair.
- ***What do I do if a model is not happy with their hair/makeup?*** Once they leave the hair and makeup station, they must sign up on the list for the next available chair.
- ***What do I do if a model is disrespectful to the Paul Mitchell staff?*** Let them know according to the RAH rules and regulations, they are no longer permitted to have their hair & makeup done by the event.
- ***What if a model's hair or hair accessory is damaged?*** According to the rules and regulations, you are responsible for your own property. The event is not responsible for any damage of personal property.



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- ***What if I do not know the answer?*** Connect with Krystal