

## *Queen's Ball Constitution*

*Revised Date: March 2020*

Prepared by: Christine Armstrong (Dance Instructor)  
Ashli Wright (Etiquette Instructor)  
Laurie Henthorne (Community Member)  
Sara MacLachlan (School Staff Advisor)  
Roger Doucet (Administration)

### **A. Objectives**

1. To provide students with an opportunity to develop skills in the area of dance, etiquette, formal dress, etc.
2. To provide the participants with the opportunity for personal presentation, i.e. public speaking, social graces, resume presentation, etc.
3. To provide an opportunity for students to gain social experience and the ability to accept directions and instruction from community members.
4. To add a new dimension of self-confidence, respect, appreciation, and grace for students.
5. To provide an opportunity for students to work as peers to attain a specific goal through self commitment and co-operation.
6. To provide an opportunity for students to develop and understand the importance of initiative and responsibility.
7. To provide an opportunity for students to utilize and coordinate their needs with community resources available through the community.
8. To provide a quality life experience in the area of time management.
9. To develop school spirit and pride.
10. To enhance and continue the positive community standards and image.

## **B. Time Commitments**

Dance Lessons: Starting first Tuesday of September @ 2 hours (Every Tuesday evening, except for the week of the Fashion Show.)

Etiquette Lessons: Starting first Thursday of September @ 2 hours (Every Thursday evening, except for the week of the Fashion Show.)

Fashion Show Preparation:

- attend fitting outside school hours as appointed
- write own biographies and commentaries (including having them checked by a teacher)
- set-up for and clean up after Fashion Show

Tuxedo Rentals:

- attend fittings, pay deposit, pick up, and return ON OWN TIME

Day of Ball: morning: all participants are free for preparation

afternoon: Tea commitments, with spare time spent at designated “holding area”

evening: appear with group at Silver Willow Lodge, have pictures taken, attend Question Period in Library, Ball

Fundraising: Held **OUTSIDE OF SCHOOL TIME** – variety of fundraising opportunities. Must attend **TWO fundraisers**.

Committee Work: Varies among committees, but usually involves 2-3 days

Most committees should meet 4-5 times, involving both parents and students

## **C. Cost Commitments**

Queen Candidates: Tea dress and accessories

Ball gown with straps (point penalty in the scoring)

Heeled shoes for etiquette/dance practices and for the Ball

Photography: one 8 x 10 head shot with a light background

Escorts: Dress shoes for etiquette/dance practices and for the Ball (No sneakers)

Dress pants, shirt and tie, belt, black socks for lesson nights and Tea.

Tuxedo rental for ball

Photography: one 8 x 10 head shot with a light background

## **D. General Commitments**

1. Make Queen's Ball a priority commitment and arrange all other commitments as such.
2. Attend always. It is very unfair to your partner for you to miss a practice, and it is an abuse of the volunteer instructors' time, as well as being disruptive to the entire progress as planned, not to attend each practice.
3. All participants will assist with fundraising, as well as serving on specific committees.
4. All participants are to be part of preparing the decorations, putting them in place, returning borrowed items, removing decorations from the gym, and general clean up for both the Fashion Show and the Ball. **NO EXTRA CLEANING SHOULD BE REQUIRED OF THE CUSTODIAL STAFF OF J.T. FOSTER AFTER PRACTICES OR EVENTS.**
5. Prepare a resume of introduction to be given to Royalty by the designated date. The instructors will set the due date, and the Royalty will forward them to the judges. Late submissions will be marked as late and an automatic scoring deduction will be made.

## **E. Duties**

1. Royalty from the previous year: Duties are outlined on attached sheets.

## **F. J.T. Foster School Advisor**

1. Serves as contact person for the Queen, etiquette and dance coaches, candidates and escorts, school administration.
2. Acts as the community – school liaison.
3. Chooses the secret judge.
4. Co-ordinates and supports the royalty in their roles.

## **G. Nominated MC**

1. Serves as MC of the Ball, or finds his/her own replacement.
2. Directs the Grand March at the Ball.

## **H. Queen's Parents**

1. Attends the organizational meeting of the Queen's Ball to consult with parents.
2. Arranges and hosts the judges, etiquette and dance instructors, principal, and staff advisor, at a dinner between the Tea and the Ball.

## **I. Rules and Regulations**

1. The authority to dismiss participants from further participation in dance or etiquette training rests with the school advisor/administration and the dance/etiquette coaches.
2. There will be a Queen's Ball Advisory Committee responsible for policy setting and updating. This committee shall consist of a dance instructor, an etiquette instructor, a school administration representative, a member of the community at large, and a J.T. Foster school advisor.
3. Replacement of dance or etiquette instructors shall be handled by the Queen's Ball Advisory Committee.
4. Anyone involved with Queen's Ball activities must not be functioning under the influence of drugs or alcohol, and must adhere to J. T. Foster's school rules.
5. Candidates and escorts must wear appropriate attire for dance and etiquette lessons as requested by the respective instructors.
6. Attendance is expected at all scheduled lessons, practices, fundraising, decorating, etc.
7. Queen's Ball is not to supersede school commitments (for participants or Royalty).
8. The night of the Ball, all participants are expected to remain at the dance until the end, and to encourage the crowd to dance as much as possible.
9. Participants are not encouraged to exchange gifts at the conclusion of the Ball so as to keep costs reasonable and to encourage more participation.
10. All concerns or problems facing participants, their parents, or anyone involved with the Queen's Ball activities are to be resolved in consultation with the J.T. Foster Staff Advisor and the school administration.
11. All Grade 11 students who wish to participate, find a willing partner, and abide by the rules throughout the season and at the Ball, are welcome to do so.
12. Queen's Ball is a J.T. Foster Grade 11 event. Students from outside J.T. Foster school may only participate in the case of exceptional situations (must be approved by Queen's Ball Advisory Committee), and J.T. Foster students must be included first. Grade 12 participants may not be judged for Royalty because they cannot fulfill their duties, but may win a dance award if it is their first year. Exchange students will be asked to participate if they are either a) in grade 11 (or equivalent) in their home countries, or b) between 15-17 years old.
13. Any participant may ask not to be judged. It is recommended that participants who will not be judged pair with someone who will either a) also not be judged, or b) is ineligible for judging.
14. It is expected that participants will attend at least one fundraiser, although two is the expectation. Students who do not attend any fundraising may not be allowed to continue participation in the program.

## **QUEEN'S DUTIES**

**Your duties begin the night you are crowned.**

1. Contact etiquette and dance instructors at the beginning of the school year.
2. Scheduling Royalty at practices.
3. Find judges (4 optimum, 3 minimum) for the Fashion Show and Ball. Judges need to be approved by Staff Advisor.
4. Collect and photocopy resumes for judging packets.
5. Assemble and mail/deliver Judging Packets (letter describing duties, itinerary, resumes, judging forms)
6. Assemble and distribute Instructor Packets (participant lists, resumes, and judging sheets).
7. Serve as MC for Fashion Show (with Best Escort).
8. Be official hostess at tea.
9. Lead the entrance of next year's Queen's Ball and Graduation.
10. MC the graduation banquet and ceremonies of J.T. Foster's graduating class.
11. In consultation with 2<sup>nd</sup> princess, buy the awards, and tiara for the next year's Ball.
12. Present next year's Queen with her tiara.
13. Be an ambassador for the school.

## **1<sup>st</sup> PRINCESS DUTIES**

1. Be prepared to do tasks delegated by Queen.
2. Book professional photo session with photographer for night of Ball.
3. Collect 2 sets of participants' 8 x 10 photos to display at Fashion Show, downtown, and at Ball (within 2-3 days of Fashion Show). One set will go downtown, and one set will be used at the school.
4. Help with commentaries, preparations, and organizing the Fashion Show and the Ball.
5. MC (with Runner Up Best Escort) J.T. Foster  
Remembrance Day Service.
6. Assist Queen with photocopying all resumes, and with delivery and/or mailing judging packets.
7. In consultation with the 2nd princess, order all flowers and sashes for the Ball, including one floral arrangement for the host/hostess of the Tea
8. Attend tea as kitchen help (with 2<sup>nd</sup> Princess).
9. Present next year's 1<sup>st</sup> Princess with her title.
10. Be an ambassador for the school.

## **2<sup>nd</sup> Princess DUTIES**

1. Be prepared to do tasks delegated by the Queen.
2. Attend all dance and etiquette practices.
3. In consultation with the 1<sup>st</sup> princess, order all flowers and sashes for the Ball, including one floral arrangement for the host/hostess of the Tea.
4. Attend Tea as kitchen help (with 1<sup>st</sup> Princess).
5. Arrange for time for participants to visit Silver Willow Lodge the day of Queen's Ball.
6. In consultation with the Queen, buy the awards, and tiara for the next year's Ball.
7. Present next year's 2<sup>nd</sup> Princess with her title.
8. Be an ambassador for the school.

## **MISS CONGENIALITY DUTIES**

1. Attend the graduation banquet and ceremonies of J.T. Foster's graduating class.
2. Serve as MC for J.T. Foster Awards Night with Mr. Congeniality.
3. Be prepared to do tasks delegated by the Queen.
4. Attend the tea as a kitchen worker.
5. Present the next Miss Congeniality Award.
6. Be an ambassador for the school.



## **BEST ESCORT DUTIES**

1. Head the un-decorating committee after the Queen's Ball and Fashion Show.
2. Serve as official escort for the Queen.
3. Serve as MC for Fashion Show (with Queen).
4. Attend Tea as official host.
5. Introduce the participants at Silver Willow Lodge.
6. Supervise and organize escorts' choice of tux and rental process, including deposits, fittings, and returns.
7. Present next year's Best Escort with his title.
8. Attend the graduation banquet and ceremonies of J.T. Foster's graduating class.
9. Be an ambassador for the school.

## **Runner-up BEST ESCORT DUTIES**

1. Arrange appropriate music and backstage personnel for Fashion Show (to be approved by etiquette coaches).
2. Attend and assist coaches at all dance and etiquette classes.
3. Attend and assist with both the Fashion Show and the Ball.
4. Invite Claresholm and High River Royalty to the Ball.
5. MC (with 1<sup>st</sup> Princess) J.T. Foster Remembrance Day Service.
6. Present next year's Runner-up Best Escort with his title.
7. Be an ambassador for the school.

## **MR. CONGENIALITY DUTIES**

1. Assist Best Escort with the un-decorating committee after the Fashion Show and the Ball.
2. Be prepared to perform any tasks delegated by the Queen.
3. Present next year's Mr. Congeniality with his award.
4. Serve as MC for J.T. Foster Awards Night with Miss Congeniality.
5. Attend the graduation banquet and ceremonies of J.T. Foster's graduating class.
6. Be an ambassador for the school.

## **GREG DAWSON MEMORIAL AWARD WINNER**

1. Attend practices as scheduled by the Queen.