

**ELIOT INSTITUTE**  
**COSTUME PARADE COORDINATOR**  
(Revised February 2017)

*[NOTE: Eliot camps at Seabeck often have a “Costume Parade” during the week. Many of these tasks are suggestions if you are having judging and presenting awards. See “Ideas, Hints Tips” at end of this job description for other Costume Parade ideas.]*

- Write up an announcement for the pre-camp newsletter letting campers know there will be a Costume Parade during camp.
- Ask the Volunteer Coordinator for the names of campers who have already volunteered to assist with the Costume Parade .
- Advertise and promote the Costume Parade early in the week, through posters and the camp newsletter.
- Seek out potential-but-reluctant participants individually, and encourage them to dress up for this event. Keep new campers especially in mind. Remember this event is for children AND adults.
- Supplies: Eliot may have some supplies you could use: decorations (streamers, balloons, etc.); mirrors (2 or 3); safety pins; tape; etc. Eliot no longer stores costumes.
- If you are presenting “Awards” you’ll need awards to give each person who participates in “the parade”. Ask the Volunteer Coordinator or the Children’s Program Director if they have materials to make the awards. If not, ask someone who’s going to into town to buy some decorations or award stickers. The Dean has a budget for such expenses.  
In the past, the awards have been created from sticky labels or cut-up pieces of cards, with bits of streamers, stickers, etc. on them to “jazz” them up. Make sure they’re big enough to write the name of the individual award in large letters. Get some friends or youth to help you make them up the day before the event.

**RECRUIT THE FOLLOWING VOLUNTEERS** (some of these apply to just one camp):

- **DECORATOR:** Recruit a volunteer to decorate the judges’ table and the steps of the porch with streamers, balloons, etc., just before the Parade. If the railings are wet, streamers should not be used, as the dye will run into the wood and leave marks. All decorations must be removed as soon as the parade is over.
- **FURNITURE:** If you are having judging ask the Volunteer Coordinator to set up a table and four chairs for the judges.
- **COSTUME AND MAKE-UP HELPERS:** Recruit about 5 people to help with costumes and make-up. Two of these helpers, with 2 pens and about 80 small pieces of paper, will give each participant a slip of paper indicating what they represent (not their names - they’re in disguise!) When it is their turn to go down the stairs, they will hand this slip of paper to the Announcer.
- **ANNOUNCER:** Recruit someone who has a big voice. They are a focal point of the Parade, and should be in costume. Remind the Announcer to line up contestants and attempt to stick with the scheduled time to avoid encroaching on other activities. The Announcer begins the Costume event, introduces each participant (waiting until each contestant has received their award before announcing the next one; sometimes all awards are given out after the “parade”). At the end of the Parade, the Announcer closes the festivities, thanking the Judges, the Presenters, participants and any others who have helped.

- **HERALD:** If possible have a trumpeter, or drummer, herald the introduction of each contestant.
- **THREE JUDGES:** Three is ideal. Since the judges can “make or break” the Costume event, choose wisely: you need people who are quick and funny – good with language and one-liners. The awards will generally have double meanings, but they should not be so clever that the children don’t understand them! (Keep in mind that this event is mainly for the children.) Imagination is a must – judges may be faced with 12 fairy princesses! Judges should be reminded to use inclusive language only; no sexist, racist, or minority “put-downs”. Have the judges dress up. At the end of the Parade, after the Announcer thanks the organizers, the judges usually thank the Costume Parade Coordinator, and give awards to the Announcer, to the Herald, and to the Parade Coordinator.
- **SCRIBE:** Recruit someone with fancy printing or handwriting to sit at the judges’ table and write the awards. (Speed is also an asset.)
- **AWARD PRESENTER:** The Presenter helps the judges determine their awards, and then announces and presents an award to each contestant. Recruit someone who has a big voice, likes kids, is funny, and lots of “patter”. They are a focal point of the Parade, and should be in costume.
- **SAFETY MONITOR:** Find a volunteer to stand at the bottom of the steps to catch falling princesses and masked robbers; to keep the steps and patio (stage) free of bodies; and to direct participants to do another pirouette on the patio, if the judges need more time to decide on an award.
- **PHOTOGRAPHER:** If one can be recruited, he/she is best positioned at the bottom of the steps.
- **CLEAN-UP:** Have a few people help you clean up the clothes, make-up, etc. afterwards. Sort out what is Eliot’s and what has been brought by campers, and box everything up to prevent items from straying. Return all Eliot items to the storage boxes.

**THANKS AGAIN!! and ..... HAVE FUN!!!**

#### **IDEAS, HINTS, AND TIPS**

- In August 2016 all campers, including adults, were invited to bring costumes to camp to fit a “theme.” One evening right after dinner, everyone gathered at the Chapel, then paraded in costume down through the playground, and back around the Pavilion to the Amphitheater. The children were invited to come forward and tell everyone about their costume/who they were. The microphones were used. This avoided using the Inn steps to eliminate worries about falls, and allowed all campers to see the participants from the amphitheater seating. There was no judging and awards. Firelight entertainment at the amphitheater followed.