

## Royal Court Committee Details & Duties

Prepare Projected Budget

Present Budget to Co-Captain of Finance by set date for approval by board  
Work closely w/Co-Captain of Finance in keeping approved budget up to date

Maintain Committee Members points & report to Captain

Responsible for Lottery Drawing @ Summer Social in accordance w/standards set by Board  
w/guidance from Captain

Schedule Photo Sessions for early fall (Oct-early Nov); schedule court mixer to follow photo session  
w/guidance from Co-Captain Krewe Relataion (photos) &/or Co-Captain of Krewe Events(mixer details)

Notify Court Members via mail w/in 1 week of drawing to include dates of commitment (royal court announcement to be approved by Co-Captain of Krewe Relations):

Photo session  
Court Mixer  
Ball  
Gala  
Parade

Have all court members sign a commitment agreement (to be approved by Co-Captain of Krewe Relations)

Collect Personal Information from each Court member

Turn that personal info. over to Committee delegated script writer w/guidance from Captain  
Turn photos & script into newspaper prior to Annual Ball w/in 1 month of ball date to Co-Captain of Krewe Relations

Get Room Reservations set up for each court member (court member is responsible for calling in to reserve with their credit card)

Establish committee meeting w/Captain for the sole purpose of establishing Duke & Duchess names & color representation per ball theme of upcoming year.

Setup MC for Court Presentation w/guidance by Captain

Order Sashes (paid for by Krewe)

Order masks (court members to reimburse Krewe)

Masks ordered from [www.illusionmasks.com](http://www.illusionmasks.com) (masks@verizon.net)

Order Pins

Guide Court w/purchase of attire per Bylaws by set date per photo session date

Purchase Gifts for Royal Court

Ball Duties w/guidance from Captain

Music to be prepared in conjunction w/script

Must have Extras made (Captain, Co-Captain Krewe Events, committee chair to all have backup copies)  
Schedule presentation practice  
Schedule time for court & guests to arrive in the ballroom  
Obtain vehicle to transport Royal Attire  
Deliver Royal Attire to dressing area before practice  
Decorate Court Tables  
Deliver Court Gifts at practice  
Assist Court with getting dressed & undressed @ time of presentation  
Return Royal Attire to Storage

Gala Duties w/guidance from *Co-Captain of Krewe Events*

Prepare Script for presentation w/*Co-Captain of Krewe Relations*  
Prepare Music CD for Gala  
Turn Script & Music into Krewe of Krewe's Gala Co-ordinator  
Provide Food & Drinks for Court Members  
Attend & guide Court Members through Gala  
Delivery of Royal Attire to event  
Return Royal Attire to Storage

Parade Duties w/guidance from *Co-Captain of Krewe Events*

See that Court Members have been given all information pertaining to parade via Co-Captain of Krewe Events &/or Parade Committee Chair

Updated 2008