



**JUNIOR LEAGUE OF  
BUFFALO**

*Women building better communities*

JOB DESCRIPTION

Title: Preview Parties Chair  
Preview Parties Co-Chair  
Preview Parties Sustainer Co-Chair

Goal: There are two Preview Parties: the first, in February, is prior to the decorators beginning their work and the second, in April, is the night before the house opens to the public. The first party traditionally is black tie and more time consuming to plan due to all the details.

Duties:

- Plans the themes of both parties
- Attends all Steering Committee meetings
- Works with the Executive Committee regarding ticket prices
- Works with the Executive Committee to determine how many tickets each decorator will receive for the second party
- Plans profit margin for each party
- Updates and increases invitation list
- Designs both the teaser and invitation and makes arrangements for printing
- Drafts and sends letters to caterers
- Investigates bands
- Solicits florists
- Secures donations of liquor, etc.
- Secures favors
- Secures tent, if applicable
- Provides patron information to the Program Committee
- Works with Public Relations to secure publicity
- Works with Staffing to secure volunteers for both parties
- Works with the Decorating Committee regarding decorator participation, if any, at the first party
- Arranges for someone to take photos at the parties
- Writes thank you notes for each party
- The Preview Parties Sustainer Co-Chair should be willing to assume or assist with many of the tasks listed above

Time Involvement:

- Time requirements are flexible but telephone calls are generally made during the day
- Steering Committee meetings

Experience:

Would suggest this position for a member who has strong organizational and people skills