



## Orientation Agenda

### Welcome & Introductions

Advisory Board Chair:	Terri Dieste
General Chair:	Elizabeth Olin
General Vice Chair:	Katie Jones
2023 – 2024 Festival Royals:	Queen Savannah Bullock Queen-Alternate Katie Best Captain Sebastian Vivero
Big Court Advisory Liaison:	Phoebe McCourt
Big Court Co-Chairs:	Jill Nagel Kaale and Joy Nagel
Festival Committee Chairs:	Elizabeth Olin
Code of Conduct:	Terri Dieste
Communication Process:	Jill Kaale
Securing a Sponsor:	Joy Nagel
Mandatory Events:	Joy Nagel
Court Calendar & Monthly Meetings:	Jill Kaale
Dress Code:	2024 Royals
Service Project Teams:	Joy Nagel
Kick-Off Party:	Demerle Monks
Questions and Comments	

## Contact Information

Join the Remind App

Big Court: text 81010 @bigcourt  
Parents: text 81010 @bigcourt2

Email Us: [bigcourtchairman@lunarrendezvousfestival.org](mailto:bigcourtchairman@lunarrendezvousfestival.org)

Text or Call

Jill Kaale: 281-309-1968  
Joy Nagel: 832-474-7427

View the official LRF calendar here:



View the official LRF website here:



### MANDATORY EVENTS\*

Sunday, April 14:	Kickoff and Orientation	11:30am-3:00pm	UHCL
Sunday, July 14:	Sunset Service	6:00pm-8:00pm	TBD
Monday, July 15:	Fashion Show Rehearsal	6:00pm-9:00pm	Galveston Island CC*
Tuesday, July 16:	Fashion Show & Luncheon	10:30am-3:00pm	Galveston Island CC*
Thursday, July 18:	Coronation Ball Rehearsal	5:00pm-9:00pm	Bay Area CC*
Friday, July 19:	Formal Festival Photo	7:30am	Space Center HOU
Saturday, July 20:	Coronation Ball	5:00pm-12am	Galveston Island CC*

*\*In order to qualify to apply to be a Royal, you attend must ALL mandatory events*

*\*Galveston Island Convention Center at the San Luis Resort*

*\*Bay Area Community Center*

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## Code of Conduct

As a member of the 2024 Lunar Rendezvous Festival Court, you are representing 59 years of the festival. This organization is highly regarded within our community. Certain standards are necessary for the integrity and reputation of this organization. Each court member should be a leader within the community and is expected to have and maintain a character above reproach. In addition, court members must always display appropriate behavior.

### **Unacceptable behavior includes, but is not limited to the following:**

- **Smoking/Vaping**
- **Use of alcohol and/or illegal drugs**
- **Lack of respect towards Lunar Rendezvous Festival Committee Members, Advisory Board Members, and fellow LRF Court Members**
- **Chronic absences from court activities**
- **Disciplinary action involving any law-enforcement agency and/or security guards**
- **Any offense deemed severe by the Lunar Rendezvous Festival Advisory Board**
- **Suspension from school**
- **Inappropriate online memberships, postings, or conversations**
- **Offensive photographs or language posted to Facebook, Twitter, Snapchat or other similar social media sites**

Failure to act in accordance with the Court Member Code of Conduct will result in dismissal from the Lunar Rendezvous Festival Court at the discretion of the Lunar Rendezvous Festival Advisory Board. All Festival Advisory Board decisions are deemed final. In the event a court member is dismissed for disciplinary reasons, no fees will be refunded.

## **What to Expect at Each Event**

### **Sunset Service**

- This is a casual event.
- Each service project team will present a slide show highlighting their project.
- Royal Court Interest Forms will be distributed.

### **Fashion Show Rehearsal**

- Rehearsal is the afternoon before Fashion Show.
- Big Court members will be presented on the arm of their mother or significant female figure. BOTH MUST ATTEND REHEARSAL.
- Royal Court Interest Forms are due at the rehearsal.
- Bring the shoes you plan to wear.

### **Fashion Show**

- This is a first-class luncheon and professional fashion show. Big Court will be presented before the start of the fashion show.
- A large live and silent auction and raffle will be featured.
- Big Court members will be presented on the arm of their mother or significant female figure, who must wear a dress or dressy pants and top. Shoes will have a back strap. No athletic shoes.

### **Coronation Ball Rehearsal**

- Rehearsal will be Thursday afternoon before the Ball at the Bay Area Community Center.
- Princesses will be presented by their father or significant male figure and escorted by a male peer. ALL THREE MUST ATTEND REHEARSAL.
- Lieutenants will be presented by their mother or significant female figure and escorted by a female peer. ALL THREE MUST ATTEND REHEARSAL.
- Bring the shoes you plan to wear.
- Voting for the new Royal Court will be by ballot.

### **Coronation Ball**

- The ball is a dignified and elegant affair with a fancy dinner, presentation of the Big Court, and dancing.

# Dress Code

## Events (Socials, Court Meetings, etc.)

Princesses: court polo shirt, khaki pants/capris, or skirt (no shorter than 3" above the knee) and sash

Lieutenants: court polo shirt, and khaki pants

## Court Member & Sponsor Photo Session

Princesses: Sunday dress or skirt (no shorter than 3 inches above the knee) and sash for picture with your sponsor. For formal publicity photo, change into a strapless top with shorts or pants and pearls (pearls will be provided, if needed). A black drape will be used for the photo.

Lieutenants: For both photo with sponsor and formal publicity photo, suit or sport coat with dress pants, white shirt, and tie.

## Sunset Service:

Princesses: court polo shirt, khaki pants/capris, or skirt (no shorter than 3" above the knee) and sash

Lieutenants: court polo shirt, and khaki pants.

## Fashion Show:

Princesses: dress or skirt; and sash. No skirts shorter than 3" above the knee. Dress shoes. No flip flops or backless shoes. No exposed midriff, no shorts, rompers, or jeans.

Lieutenants: suit or sport coat with dress pants, lapel pin, button down shirt, and tie. Dress shoes.

## Formal Group Photo and Coronation Ball:

Princesses: WHITE ball gown (NO IVORY), no train. Only clear or opalescence beadwork. White opera length gloves, white or silver dressy shoes or ballet flats. No crowns or tiaras, only small decorative hair pins. **NOTE: Please text a photo of your dress (front and back) and shoes for approval BEFORE purchase.**

Lieutenants: WHITE tuxedo dinner jacket, black tuxedo pants, white tuxedo shirt with winged collar, black vest, black bow tie, and dressy black shoes. PICKUP tuxedo on Wednesday before Ball rehearsal

## Presenters and Escorts

Female: formal length gown NO WHITE, SILVER, OR ROYAL BLUE, no tiaras.

Male: black tuxedo, white shirt, black bow tie. Dressy black shoes. No boots or hats.

## How to Secure a Court Sponsor

### Expectation

Each 2024 Lunar Court member is **required** to secure a **Court Sponsor**. Please see below information on *where to start* and *sample script* information to assist when asking someone to sponsor you.

### Where to start

Start with people you know such as, family members, local businesses, banks, doctors, dentists, veterinarians, insurance agents, real estate agents, employees, etc. The following is a sample script you can use when asking someone to sponsor you. Ask in person or over the phone.

### SAMPLE LETTER:

#### What is the Lunar Rendezvous Festival?

The **59<sup>th</sup> Annual Lunar Rendezvous Festival** (LRF) will be celebrated throughout the Bay Area in the spring/summer of 2024 and will culminate with Coronation Ball on July 20, 2024. Proceeds from the numerous LRF related activities will provide much needed funding and support for more than 25 community programs, scholarships, and non-profit groups in the Clear Lake Area. Additional information may be found at the official LRF website at [www.lunarrendezvous.org](http://www.lunarrendezvous.org).

#### Information About Me:

I was born in \_\_\_\_\_ and I am a Junior at \_\_\_\_\_. I have lived in \_\_\_\_\_ (city) for \_\_\_\_\_ (years). Three words that best describe me are \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. My plan for my future is \_\_\_\_\_. I am looking forward to being a part of the Festival this year because \_\_\_\_\_.  
*(re-word this to sound like you.... these are just ideas. Add/delete as you feel necessary).*

The following are my High School activities and community involvement. List as many as you would like.

#### How I was selected to be in the 2024 LRF Court:

I completed an application detailing my academic standing, high school, and community involvement, and wrote an essay about volunteerism and what it would mean to me to be a member of the 2024 LRF Court. An independent selection panel of Bay Area citizens reviewed all the applications from the area High Schools and advised me of this honor in March 2024.

#### What are the benefits of sponsorship?

Professional photo with court member, two exclusive, keepsake programs highlighting the community volunteers and businesses supporting the Festival will be published and distributed at the Fashion Show (July 16, 2024) and the Coronation Ball (July 20, 2024).

Also, any time my name appears in print or is spoken at an event, it will always be followed by my sponsor's name and affiliation. There will also be social media marketing. You will be acknowledged as a sponsor on the LRF website throughout 2024.

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Lunar Rendezvous is a 501c3 non-profit organization. For businesses, these programs provide a wonderful opportunity to reach a large targeted, community focused audience while contributing to a great cause.

**What does the sponsor fee cover?**

- Court member's photo session sitting fee
- Court member's ticket to Fashion Show
- Court member and escort's tickets to the Coronation Ball
- Flowers presented at the Fashion Show and Coronation Ball

**Steps to sponsor me:**

I hope you will say "yes" to be my sponsor. I would love to receive your call. My cell number is \_\_\_\_\_.

Complete the online Court Sponsorship Form and submit payment.

**Deadline is April 30, 2024.**



I will be in regular contact with you about the festival events and activities.

**Are there opportunities to participate in LRF if not as a Court Sponsor?**

Yes, please let me know if you cannot sponsor me and I will follow up with you to share this information.

## Big Court Service Projects

*Our mission: Clear Lake Lunar Rendezvous Festival is dedicated to providing community-based support including scholarships for higher education, youth development and educational programs, funding for the arts and historical preservation in the Bay Area Houston/NASA area.*

You were chosen as a Lunar Rendezvous Festival court member based in part by your leadership and service to your school and community. As a court member, you will participate in small group projects of your choosing and execution. This is a fun way to get to know your fellow court members while giving back to our community and spreading the mission of the Festival.

You have been assigned to a group with your fellow Princesses/Lieutenants.

Team Aldrin

Team Armstrong

Team Collins

Team Glenn

Team Jemison

Team Kelly

Team Lovell

Team Ride

Team Shepherd

Plan on meeting with your group immediately following this orientation and before Kickoff starts. Please sign in on the form provided. Choose a group leader and co-leader. Exchange numbers.

Meet as a team to begin discussing which local area non-profit organization your group will sponsor. **EVERYONE** in the group must participate. **Please coordinate your first meeting with your assigned Court Chair. She must be included in your first group meeting.** You can meet at someone's home, Starbucks, restaurant, virtually...your choice. The sooner you get started with the project the better.

As a group, you will plan an original community service project which must be approved ahead of time and be confined to our local area. The plans must be completed by **Sunday May 19, 2024**. Please send your plans to the Big Court Chairs. Organize and execute your project before **Friday, June 28, 2024**.

Your group project will be presented at the **Sunset Service** on Sunday, July 14, 2024. Each group will prepare a slide show to highlight their service project.

When contacting an organization to discuss your proposed service project idea, please identify yourself (name) and state that you are a Princess or Lieutenant in the Lunar Rendezvous Festival. Be prepared to answer questions regarding the Lunar Rendezvous Festival and discuss how your idea can benefit their organization.

**TAKE PICTURES!** We would like to share your service project experience on social media! In addition, you will want to capture and showcase your experience on your project board. Below is a list of suggested local non-profit organizations, but **you are more than welcome to consider other service project opportunities**. Please feel free to reach out to your

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assigned Court Chair to discuss your ideas and direction prior to asking for approval. These are just examples. Additional organizations may be researched.

**Suggestions:**

Organize and execute an adoption drive in conjunction with Second Chance Pets or League City Animal Shelter. Add an appearance on Great Day Houston or other local TV news to promote the event during Adopt-A-Pet segments.

Identify and organize a lawn clean-up service for non-profit organizations such as Bay Area Museum, etc.

Organize and execute a children's clothing drive for the Assistance League of the Bay Area.

Organize and execute a Back-to-School Drive for the Bay Area Turning Point.

Become a Youth United Group with Habitat for Humanity and raise funds towards building a local Habitat House.

Work with the American Red Cross of Great Houston-Clear Lake Area to support local military families and elderly in our area through their Youth Volunteer Mission Related Projects.

Organize and execute a blanket drive for the local Red Cross.

Organize and execute a drive for hygiene kits for under privileged students in the local school systems of CCISD, Dickinson ISD, Friendswood ISD, and Pearland ISD.

Contact Hope Village in Friendswood, a residence for Handicapped Adults, for opportunities.

Organize activities for residents of an Assisted Living facility.

Organize a Book Drive (or toy drive) for Ronald McDonald House, local organizations, and/or libraries.

Plan a fun day for the children in shelter at Bay Area Turning Point.

Work with local libraries to provide activities for children.

Contact Birthday Joy to plan a birthday party for children in need.

Design your own project!

# Rhonda Floyd Photography Court Head Shots and Sponsor Picture

## Dress Code

Princesses: Sunday dress or skirt (no shorter than 3 inches above the knee) and sash for picture with your sponsor. For formal publicity photo, change into a strapless top with shorts or pants and pearls (pearls will be provided, if needed). A black drape will be used for the photo.

Lieutenants: For both photo with sponsor and formal publicity photo, suit or sport coat with dress pants, white shirt, and tie.

## How to schedule your appointment



Scan here to go our website homepage.

Scroll down to the bottom, click on Rhonda Floyd Photography to schedule your session.

## Photo Sessions Dates:

Thursday, April 25: 2:00pm – 5:30pm

Tuesday, April 30: 2:00pm – 5:30pm

Wednesday, May 8: 2:30pm – 5:30pm

Thursday, May 16: 2:30pm – 5:30pm

Address: 612 State Hwy 3, League City

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