

**VILLAGE OF LOMBARD
LOCAL TOURISM GRANT PROGRAM APPLICATION FORM**

GENERAL INFORMATION

| | | | |
|-------------------|---|-----------------|--|
| Organization: | Lombard Junior Women's Club (LJWC) | | |
| Name of event: | Lilac Princess Program | | |
| Date of event: | March-May 2016 | Event location: | Village, Park District & COC sponsored events at multiple Lombard Venues |
| Contact person: | Sue Horner & Nancy Spartz | Title: | Co-Chairs, Lilac Princess Program, LJWC |
| Business address: | 837 S. Westmore A2-G | City & Zip | Lombard, 60148 |
| Telephone: | S. Horner (cell) 630-915-8541; N. Spartz (cell) 630-631-3735 | Email: | Shorner5@comcast.net nancv@spartz.net |

PROJECT OVERVIEW

| | |
|---|---|
| Total cost of the project: | \$8,889* includes costs items covered by \$1000 railroad grant in 2015 and \$150 Rotary donation in 2015; does not include in kind donations of \$650 parade float from Park Dist. Or \$300 printing costs donated from Inkwell. |
| Cost of city services requested in this application (if any): | \$0 |
| Total funding requested in this application: | \$6,945 |
| Percent of total project cost being requested: | 78% of total project; 50% of costs above princess scholarships |
| Anticipated attendance: | Easter Egg Hunt =2200; Coronation = 900; Kids Day at Park =850; Little Lady Lilac Ball=250; Mother-daughter tea = 50 TLC Camp Carnival = 225 Tiara Presentation = 100 Lilac Ball = 300 Arts & Crafts Fair = 2000 Lilac Parade = 2000 |
| Anticipated number of overnight hotel stays: | At least 12 overnight stays directly r/t out of town guests associated with Lilac Princess families. |

| | |
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| | <p>These guests attended Coronation, Lilac Ball and Lilac Parade. Numerous other hotel stays associated with Lilac Time events in which princesses participated likely occurred but data is not readily available to us.</p> |
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Briefly describe the project for which are funds are being requested:

The Lilac Queen & her court has been a cornerstone of the Lilac Festival in Lombard since 1930. The Lilac Princesses and the Queen serve as ambassadors for the Village of Lombard during Lilac Time, making many community appearances including Easter Egg Hunt, Little Lady Lilac Ball, the Lilac Ball and the Lilac Parade. They serve as positive role models, volunteering at various community events throughout the year including the Fox News Hometown Friday event and TLC Camp, a camp for children with cancer held annually in Lombard. Each Princess and the Queen receives a \$1000 scholarship; this was established by the village in 2001 when we were asked to run the program by the park district.

The grant funds requested in this application would be used to support the selection of the Lilac Queen and her court, to support expenses associated with their participation in numerous Lilac Time Events, and to provide the \$1000 scholarships that have been provided by the village since 2001.

ORGANIZATION

| | |
|--|---|
| Number of years that the organization has been in existence: | 85 |
| Number of years that the project or event has been in existence: | 85 |
| Number of years the project has been supported by Village of Lombard funds: | Village of Lombard supported scholarships for 15 years; supported additional program expenses for 1 year. |
| How many years does the organization anticipate it will request grant funding? | Undetermined |

1) Describe the organization (include brief history, mission, and ability to carry out this project):

Lombard Junior Women’s Club (LJWC) was established in 1930 by members of the Lombard Women’s Club. LJWC is part of the General Federation of Women Clubs, an international women’s organization dedicated to community service. LJWC embraces this mission and participates in many local service projects that include First Things First, York Center Thanksgiving Baskets, Cooking & Providing Food for Lombard PADS, Lombard/Villa Park Food Pantry Support, Northern Illinois Food Bank and Christmas Gifts to the Needy, to name a few.

Our ability to successfully carry out the Lilac Princess program is demonstrated through the success of the program for the past 15 years under our leadership as well as the success of TLC Camp, our day camp for kids with cancer in its 33rd year. These programs require dedication, leadership, management and organizational skills. We take great pride in the countless hours our members have worked to improve our community through service and philanthropy, and we remain confident in our ability to carry out the Lilac Princess program in 2016.

Please describe how the program and any proceeds from the event support the goals and objectives of the organization, other local groups or initiatives, and the community at large:

Lombard has been called the Lilac Village since the late 1920s, and the first Lilac Festival was held in 1930. The Lilac Queen and her court have reigned over Lilac Time since this first festival. By supporting Lilac Time the Lilac Princess Program supports the Village of Lombard's brand, a priority identified in recent community forums, as well as the village's vision of creating a distinctive sense of spirit and an outstanding quality of life for its residents. The Lilac Queen and her court also support Lombard Park District and Lombard Chamber of Commerce events during Lilac Time. In addition, the Princess Program support's LJWC's goals of service to the community and developing leadership, organizational and management skills in our members.

There are no direct proceeds from the Lilac Princess Program. However, the Lilac Princesses support the Park District at events including Little Lady Lilac Ball and the Chamber of Commerce at the Lilac Ball where funds are raised. However, these funds do not directly benefit the Lilac Princess Program or the LJWC.

2) What is the organization's plan to make the project self-sustaining?

LJWC financially supported the Lilac Princess Program expenses from 2001-2014 at a cost of \$2500-\$4500 per year. This figure does not include the \$5000 scholarships provided by the Village of Lombard or the parade float provided by the Park District at a cost of \$650. We received a hotel grant to support the program expenses in 2015 in the amount of \$2125 plus \$5000 for the princess scholarships. At the request of the Village Board, we also received a \$1000 railroad grant to support the program in 2015; and we received a donation of \$150 from the Lombard Rotary in 2015.

We held a fundraiser in 2015, a Mother-Daughter Tea, to raise funds to support the 2016 Lilac Princess Program expenses. At this fundraiser we raised \$1500 to support 2016 expenses. We have requested funds to support expenses that will not be covered by dollars raised plus the scholarships. The Lilac Princess program inherently has no income and we must appropriate philanthropic funds used to support other projects such as TLC Camp to support it. The current economic climate has made fundraising quite challenging. We will continue to strive to fundraise to support Lilac Princess Program expenses. It is difficult to plan how this Lombard tradition, having no direct proceeds, might become completely self-sustaining and provide princess scholarships.

PROJECT DESCRIPTION

Have you requested grant funding in the past?

Yes No

Is the event open to the general public?

Yes No

Do you intend to apply for a liquor license for this project?

Yes No

Will any revenues from this event be returned to the community?

Yes No

1) Provide a full detailed description of the proposed project or event.

Detailed timeline attached reflects several months of planning and preparation prior to selection of the Lilac Court at Preliminary Judging to be completed in March 2016. From mid-March through mid-May the Lilac Queen and her court along with their LJWC sponsors will be actively involved in numerous community events as outlined, although new events will be considered and accepted as time allows. Over the summer the Queen and her court will continue to be active in community events such as TLC Camp, making this program a nearly year-long commitment for the LJWC sponsors.

2) If your application is accepted, how will the tourism grant funds be used?

Funds will be used to support Lilac Princess Program from selection of the court to their appearance in the Lilac Parade. Our detailed budget is attached and reflect the following needs: \$5000 Scholarships (\$1000 per eligible princess*), Flowers for many appearances, Lilac Ball expenses and Printing costs, as well as other expenses related to the selection and many appearances of the Lilac Court.

*We understand that Village grant funds cannot be used to provide a scholarship for a village employee's child. We will address this as our financial situation allows.

3) What modifications to the event or other steps will be taken to increase event attendance over previous years (not applicable to first time events)?

Based on previous experiences we plan to continue to work to increase advertising for potential princesses via posters in and outside of local high schools, via local newspapers and via social media. We have also created roles on our Lilac Princess committee aimed at increasing our communication with community partners with the goal of increasing visitor attendance at Lilac Time events. We plan to leverage social media to draw former residents back to Lombard and Lilac Time, including past princesses and their friends and families.

LOCATION

Provide the location of the event or project. If a location has not been secured, list the venue(s) being proposed or considered.

Preliminary Judging – Lombard Commons; Parent & Princess Orientation – LJWC headquarters
Tiara Presentation – Maple Street Chapel; Final Judging – Local Venue – last year was held at local hotel
Mother-Daughter Tea –Lombard Commons; Coronation – Lilacia Park
Arts & Crafts Fair – Downtown Lombard; Little Lady Lilac Ball – Lombard Commons
Lilac Ball – Carlise; Lilac Parade – Main Street Lombard; Easter Egg Hunt – Lilacia Park
TLC Camp – Sunset Knolls; Other events To Be Determined

MILESTONES AND TIMETABLES

Describe the milestones that will mark the progress towards implementing the project and provide a timetable for the completion of each milestone.

See attached detailed timeline for Lilac Princess Program.

IMPACT

1) Please describe how the event or program will promote overnight stays and/or tourism within the Village of Lombard.

The Lilac Court serves as community ambassadors throughout Lilac Time in Lombard at numerous events. Directly we can attribute at least 12 overnight stays in 2015 to relatives and friends of the Lilac Court. Indirectly, Lilac Time events supported by the Lilac Court, accounted for many more overnight stays as well as visitors to local merchants such as restaurants.

2) Please describe the economic benefit to local businesses and the Lombard community. How will your event draw more people from outside the local market (50 miles or more) or attract a new visitor audience?

We continue to work with other community organizations to promote Lilac Time to new potential visitor groups. We will continue to invite former princesses to Lilac Time events. Many of these women live outside of the area and would travel over 50 miles with their friends and/or families to attend Lilac Time events.

3) Who is the target audience for your event or project? What is your anticipated attendance?

Our target audience for members of the Lilac Court are female residents between the ages of 16-21 years. Our target audience for Lilac Time includes all residents and potential visitors to the Village of Lombard. In particular, we plan to target former princesses and their families/friends.

4) Please identify and detail the cost of any Village of Lombard services anticipated as part of the event (e.g., Police, Public Works, etc.) and whether such costs will be reimbursed or funded under this grant. Please describe any collaborative arrangements developed or anticipated with other organizations to fund or otherwise implement the project (including in-kind donations).

Village of Lombard services - \$0

Lombard Service League – purchases tiaras for princesses and crown for Queen; provides refreshments at coronation

Lombard Park District – provides float for parade up to \$650 value; also provides venues free of charge for Lilac princess preliminary judging.

- 5) Please describe your marketing plan. Detail the strategies your organization will use to promote the event or project (e.g., advertising, public relations, marketing, print materials, promotional pieces).

We market to potential princesses via Park District catalog, local newspaper, and posters in and outside of local high schools. We work jointly with the Park District, the Village, the Chamber of Commerce and other community organizations as needed to promote Lilac Time events prior to and during the events via appearances and participation.

FINANCES

- Please include a detailed itemized budget for your entire event on the attached budget form (2 years of past actuals and estimates for upcoming event).
- Attach a copy of the most recently completed agency audit and Federal Form 990. If these documents are not available, please explain why they are not available.

CHECKLIST

- Completed Local Tourism Grant Program Application Form.
- Completed detailed budget form.
- X Promotional materials from past events (not applicable to first time events).
- Post event summary from past event (not applicable to first time events).
- Copy of the most recently completed agency audit or explanation of why it is not available.
*Not available – see comments.
- x Copy of the most recent Federal Form 990 for the agency or explanation of why it is not available.

Additional Notes, Comments or Explanations:

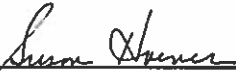
Our organization does not employ an agency to perform an audit. However, we have practices in place to maintain the integrity of our accounts. All payments require a receipt attached to a check voucher that is signed by the requestor, the chair of the committee, and the vice-president or president of our club. At the end of the year, the treasurer along with several board and at-large club members audit our books.

We are no longer required to submit a Federal Form 990. We submit electronically.

CERTIFICATION

The undersigned certifies that to the best of his or her knowledge and belief that data in this application are true and correct, the application has been duly authorized by the organization and any funds received under this grant will be used for the purposes described in this application.

| | | | |
|-----------------------|--|-------|------------|
| Name: | Sue Horner & Nancy Spartz | | |
| Title or office held: | Co-Chairs, Lombard Princess Program, Lombard Junior Women's Club | Date: | 12/13/2015 |

Signature: 

**LOCAL TOURISM GRANT PROGRAM
DETAILED BUDGET**

Event: Lilac Princess Program Date: March-May 2016

Organization: Lombard Junior Women's Club

INCOME: Include an itemized list of all actual (past 2 years) and estimated project revenues (entry fees, gate receipts, food/beverage sales, donations, sponsorships, booth rentals, souvenir sales, other revenues)

| ITEMIZED REVENUES | ACTUAL 2014 | ACTUAL 2015 | ANTICIPATED |
|---------------------------------|---------------|---------------|---------------|
| Lombard Tourism Grant | \$0 | \$7,125 | \$6945 |
| Lilac Princess Program Income | \$0 | \$0 | \$0 |
| Village of Lombard Scholarships | \$5000 | \$0 | \$0 |
| Railroad Grant | \$0 | \$1000 | \$0 |
| Lombard Rotary Club | \$0 | \$150 | \$0 |
| LJWC Fundraising | \$2594 | \$614 | \$1500 |
| Add'l funds needed | | | \$444* |
| | | | |
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| | | | |
| Total Income | \$7594 | \$8889 | \$8889 |

EXPENSES: Include an itemized list of all actual and estimated project expenses (advertising, supplies, labor, rentals, insurance, materials, entertainment, other expenses)

| ITEMIZED EXPENSES | ACTUAL 2014 | ACTUAL 2015 | ANTICIPATED |
|--|------------------|------------------|-------------------|
| Princess Scholarships | \$5000 | \$5000 | \$5000 |
| Princess Parade Float | \$0 *see in-kind | \$0 *see in-kind | \$0 * see in-kind |
| Flowers (5-6 events) | \$267 | \$630 | \$630 |
| Lilac Ball Expenses | \$650 | \$845 | \$845 |
| Printing Costs | \$25 | \$616 | \$616 |
| Judging(Venues, Food, Supplies) | \$310 | \$398 | \$398 |
| Tiara; Coronation (music, food) | \$140 | \$282 | \$282 |
| Princess Tea | \$120 | \$389 | \$389 |
| Other (sashes, gifts, appearance expenses) | \$424 | \$693 | \$693 |
| Postage | \$8 | \$36 | \$36 |
| | | | |
| | | | |
| Total Expenses | \$7594 | \$8889 | \$8889 |

IN-KIND CONTRIBUTIONS: Include an itemized list of all actual and estimated in-kind contributions. In-kind contributions are non-cash donations, contributions or gifts which can be given a cash value (include Village of Lombard in-kind services, where applicable)

| | ACTUAL 2014 | ACTUAL 2015 | ANTICIPATED |
|----------------------------|--------------------------------------|-----------------|--------------|
| Estimated value of in-kind | \$650 – parade float from Park Dist. | \$650 – same | \$650 - same |
| contributions (explain) | \$0 | \$300 – Inkwell | \$0 |

**VILLAGE OF LOMBARD
LOCAL TOURISM GRANT – POST EVENT SUMMARY**

This post event summary must be completed within 90 days of the event completion. Failure to submit a post-event summary may affect the applicant's ability to receive future grant funds.

GENERAL INFORMATION

| | | | |
|-----------------------------------|--|------------------------|--|
| Organization: | | Name of event: | |
| Date of event: | | Event location: | |
| Contact person: | | Title: | |
| Business address: | | City & Zip: | |
| Telephone: | | E-mail address: | |
| Estimated attendance: | | Estimated hotel stays: | |
| Method for estimating attendance: | | | |

- 1) Please summarize the advertising and marketing placed to promote the event. Please attach examples of event marketing pieces and advertisements.

Click here to enter text.

- 2) Provide a general assessment of the event. What were the successes of the event? Are there any concerns or recommendations of changes for future events?

Click here to enter text.

- 3) How did the actual outcomes of the program or event compare to your original expectations?

Click here to enter text.

- 4) Summarize how the program performed from a budgetary standpoint and describe how the program and any proceeds from the event were supportive of the organization, other local groups, initiatives or the community at large.

Click here to enter text.

- 5) Describe your organization's long term plans for funding this project or event.

Click here to enter text.

SUBMISSION INSTRUCTIONS

First-time applicants - Please submit completed form and associated application documents on or before **December 17, 2016** to Nicole Aranas, Assistant Village Manger, by e-mailing aranasn@villageoflombard.org or by using the submit button below.

Submit

*Please note that the applicant must save the completed form and have Microsoft Outlook to use the submit button above. If you do not receive a confirmation receipt of your completed application, please contact Nicole Aranas at 630-620-3085 or aranasn@villageoflombard.org to confirm.

**VILLAGE OF LOMBARD
LOCAL TOURISM GRANT – POST EVENT SUMMARY**

This post event summary must be completed within 90 days of the event completion. Failure to submit a post-event summary may affect the applicant’s ability to receive future grant funds.

GENERAL INFORMATION

| | | | |
|-----------------------------------|---|------------------------|---|
| Organization: | Lombard Junior Women’s Club | Name of event: | Lilac Princess Program – Supports Multiple Lilac Time in Lombard Events |
| Date of event: | 5/1/2015 | Event location: | Village, Park District & COC sponsored events at multiple village venues |
| Contact person: | Nancy Spartz & Sue Horner | Title: | Co-chairs, Lilac Princess Program, Lombard Jr Women’s Club |
| Business address: | 837 S. Westmore A2-G | City & Zip: | Lombard, IL 60148 |
| Telephone: | N. Spartz (cell) 630-631-3735 S. Horner (cell) 630-915-8541 | E-mail address: | nancy@spartz.net; shorner5@comcast.net |
| Estimated attendance: | 25 young women attended preliminary judging; 5 selected to serve on Lilac Court at following: Easter Egg Hunt attendance = 2200; Coronation attendance = 900; Kids Day at Park attendance =850; Little Lady Lilac Ball = 250; Mother-daughter tea = 50 TLC Camp Carnival = 225 Tiara Presentation = 100 Lilac Ball = 300* Arts & Crafts Fair = 2000* Lilac Parade = 2000 | Estimated hotel stays: | At least 12 overnight stays directly r/t out of town guests associated with Lilac Princess families. These guests attended Coronation, Lilac Ball and Lilac Parade. Numerous other hotel stays associated with Lilac Time events in which princesses participated likely occurred but data is not readily available to us. |
| Method for estimating attendance: | 1)Egg Hunt, Coronation, Kids Day at Park, Little Lady Lilac ball - Lombard Park District Sponsored Event/Data Reported 2)Mother-daughter tea, TLC carnival, Tiara Presentation – Lombard Jr Women’s Club sponsored event/data reported 3) Lilac Ball, Arts & Craft Fair and Lilac Parade – estimated based on attendance at event with Lilac Princesses. 4) Out of town guests associated with Lilac Princess families attended events noted above and are estimated to have generated at least 12 overnight stays – verbal report of princess families. | | |

- 1) Please summarize the advertising and marketing placed to promote the event. Please attach examples of event marketing pieces and advertisements.

The Lilac Princess program was marketed to two groups. We marketed to potential princesses via the Park District catalog, the Lombardian, a community banner at Main & Wilson and posters delivered to Lombard resident high schools. We also worked with the Park district, village and other community organizations to promote Lilac Time via appearances and participation in Lilac Time events such as Little Lady Lilac ball, Easter Egg Hunt, Lilac Time Home Town Friday with Fox News, Lilac Time Arts & Crafts Fair and Special Olympics as well as serving as community ambassadors at the well-attended Lilac Ball and Lilac Parade.

2) Provide a general assessment of the event. What were the successes of the event? Are there any concerns or recommendations of changes for future events?

The Lilac princesses continue to serve as community ambassadors during Lilac Time in Lombard, positively contributing to the community and attendance at Lilac Time events as well as hotel stays. Our concerns for the future center around funding the program. We strongly believe the princesses are an essential component of Lilac Time and the program should continue.

3) How did the actual outcomes of the program or event compare to your original expectations?

We met our goals of successfully selecting 5 quality young women to serve as community ambassadors at over 20 events during Lilac Time in Lombard, including a new public relations event, Home Town Friday with Fox News. By sponsoring the Lilac Princess Program, LJWC has been able to keep a time honored tradition alive as well as keeping Lilac Time in Lombard a special time of year for the Village and all of its residents. In addition, the Princess Program supported our club's goals of service to the community and developing leadership, organizational and management skills in our members.

Describe your organization's long term plans for funding this project or event.

Prior to 2015, LJWC supported the Lilac Princess Program financially for 13 years at a cost of approximately \$2500-\$4500 per year. This figure does not include the \$5000 in scholarships provided by the Village of Lombard or the parade float provided by the Lombard Park District at a cost of \$650. These funds were appropriated from our philanthropic budget obtained via club fundraising; and, in fact, the Lilac Princess Program represented 10-20% of LJWC's total philanthropic budget during these years. We continue to work to raise funds in 2015 to support programs such as this, however, as is true of many philanthropic organizations, raising funds in these difficult economic times has become challenging. As the Lilac Princess program supports the village's brand, it is imperative we have adequate funds to operate it with quality. To this end, we have completed a fundraiser for the program, a mother-daughter tea. However, it is difficult to visualize how this time-honored Lombard tradition, having no potential income of its own, might become completely self-sustaining.

TIMELINE REPORT LILAC PRINCESS PROGRAM

- Aug** Order sashes(5 white-princess, 1 purple-Queen) from The Sash Company
Purchase lilac fleece for princess blankets
- Sept.** Look online at all the High School Calendars to find out about dates for Spring Break in order to avoid having preliminary judging during school break.
- Oct** Contact Kate Burke at the village regarding the recording of the Tiara Presentation using village website, fill out on line request. Fill out request for DVD of previous tiara and coronation. Fill out on line request for channel 6 calendar.
- Oct.** Begin our search for judges
- Oct.** Contact Park District regarding use of park district & date of pre-judging.
- Nov.** Contacted First Church to reserve Chapel & multipurpose room for Tiara Presentation.
- Nov.** Hotel grant preparation begins
- Jan** Confirmation and letters sent to judges
- Jan.** Met with Meri at the Park District to go over Lilac Court events
- Jan** Present grant at grant committee meeting
- Jan.** Pin and scepter purchase order
- Feb.** Prepared/revised event dates & application forms for the Lombardian, for park district spring brochure. Information of dates & times to Bonnie MacKay & Steve Spoden for photo -ops.
Prep work (pre-judging, welcome letter and calendar of events for parent/princess orientation, revision of literature.
Emails to the following: Printers for order of posters, stationary/notecards and forms for the local high schools, Lombardian office. Order 15 posters and 100 applications, 150 scoring sheets, 100 involvement sheets and code of conduct.
School announcement forms
- Feb.** Meeting with Co-chairs
- Feb.** First run of application appeared in the Lombardian
- Feb.** Visit Embassy Suites, Lombard to set up date for the Final Judging. Explore princess tea venues.
- Feb.** Deliver posters and applications to the High Schools – Willowbrook & Montini – Glenbard East, West & South, Culvers, Mayberry dry cleaners, Lombardian, Lombard Pharmacy LPD, Village Hall, display in the clubhouse window.
Announcements for each school typed and given to them regarding the date of pre-judging.
- Feb.** Reserve the Historical Society for the Tiara Presentation & Coronation Also send letter in March confirming details.
- Feb.** Ordered pins.
- Feb.** Contact Glenbard East to schedule string quartet for Tiara Presentation & Coronation. Email and send a letter confirming details in March.
- Feb.** Meet with Chamber & Co-chairs.

- Feb.** Put Lilac Princess Schedule of Events in LJWC newsletter & prepare preliminary judging paperwork.
- Feb.** Arrange Princess Float for parade – requires several phone calls.
- Feb.** Call Carlisle to reserve date and time for rehearsal with the Lilac Court for the Ball. Need to coordinate with Chamber as they are in charge of the ball.
- Feb.** Prepare and print out invites for the Tiara Presentation. Check with Village Hall and/or Chamber for an updated list of Community Leaders and mail.
- Feb.** Meet with Co-Chairs to review upcoming events.
Go to storage locker and pull out supplies for Tiara presentation.
- Feb.** Notify Lombard Service League of Coronation date; they provide and serve the cookies at event. Send/email letters with Tiara Presentation & Coronation dates & details & the Princess Schedule of Events
- Feb.** Lombard Park District booklet is out.
- Feb.** Have blankets ready for embroidery purchase large bags, tissue and note cards for blankets for presentation at tiara presentation. Prepare Princess name plates for bench at the church for placement of princess gifts by community.
Call/ email/ send letter to past princesses/queen inviting them to the prejudging
Order cake from Lilac bakery or local merchant for the Tiara presentation.
- Feb.** Call communications director at the village confirming the recording of the Tiara presentation. Call/email Lombardian's photographer to assure he will be at the prejudging to take pictures of each girl for reference when tallying up the scores
- Feb.** Met with Linda at Shamrock Gardens to discuss floral needs and negotiate pricing. Email details & specific dates and times of pick up flower orders.
- Feb.** Sign-ups for assistance at Pre-judging, Tiara presentation and Coronation at LJWC meeting.
Arrange to have cake for Tiara presentation picked up & delivered to event. Make reminder phone calls for food donations or assistance on for preliminary judging.
200 copies of the judge's sheets and 50 involvement sheet
Purchase lemonade in liter bottles make ice rings.
Pick up DVD of last year's Tiara pres. or coronation. This DVD will be shown at the prejudging.
Purchase remaining paper products needed for prejudging.
- Feb.** Have note cards with message for each princess and gift bags for the Princess gifts to be given at the orientation.
- Mar.** Set up for prejudging done on Friday night or early Sat.
- Mar.** Preliminary judging (9am – 2pm).
Have one co-chair at the front door registering and handing out numbers.
Numbers are handed out in the order that the girls arrive and that is the order they are to be interviewed. Additional LJWC member to serve food and assist with event as needed.
After the judges chose the 5 girls official phone calls are made to let the girls know that they had been chosen. **Pick up bouquets for orientation.**
- Mar.** Parent Meeting. Previous Queen and/or Princess to attend orientation & speak, to answer questions the girls had regarding what to expect and what was expected.
Meet at Lagoon or log cabin – review schedule of events and dress requirements.
Girls are to fill out the press release form – these are used for the media.

- Bouquets given to each girl for Lombardian photos.
- Mar.** Fax/email press announcement to girls high schools informing them of their Princess status! When sending this information give the names of all the girls and the schools they attend. Request High schools to read the announcement. Deliver/email press releases over to the Lombardian.
- Mar.** Meet with co-chair review upcoming events.
- Mar.** Order cake.
- Mar.** Pick up blankets from embroidery store; gift wrap with cards. Prepare Thank you notes to for judges and donors.
- Mar.** Make/email/text reminders to the princesses regarding Tiara presentation. Make reminder emails/calls to Historical Society. Contact Village regarding the taping of presentation. Contact Glenbard East orchestra director regarding String Quartet.
- Mar.** Tiara Presentation –set up the chapel and the reception room. Girls to arrive at 6:30, to rehearse the proper way to hold flowers, walking and their presentation. Lilac Juniores helped serve the refreshments. Place sign-up sheet at entry to introduce presenters. Presentation started at about 7pm. The Glenbard East String Quartet arrives at 6:15 and began playing at 6:30 until 7 when the presentation started. They play during the reception. A check for \$200 donation covers tiara presentation and the coronation performance.
- Mar.** Co-chairs continue contact through email.
- Mar.** Set date for going to Black Tie for the girls to pick out their escorts tux and vest & attend LJWC Meeting during Social Hour.
- Apr.** Meet the princesses at Tux store. Select tux, vest and tie styles and color for escorts and dads. Escorts and dads have until the end of the month for fittings. Attend LJWC Installation Social Hour.
- Apr.** Easter Egg Hunt with Princesses at Common Park. Purchase and fill eggs, fill baskets for princesses before event.
- Apr.** Co-chair continue to contact through email or meeting to review status
- Apr.** Have Court parents and escorts names/addresses for the Lilac Ball & Judges names/spouses, co-chairs/spouses.
- Apr.** Contact previous Queen and review her duties for the coronation.
- Apr.** Prepare ticket orders for Lilac Ball and deliver check to Chamber.
- Apr.** Arrange for pick up flowers for the Final Judging.
- Apr.** Final judging – the girls practice walking and pivoting. Draw pennies and the date dictates the order they interview. Girls leave immediately after their interview.
- Apr.** Judges lunch & thank you gifts.
- Apr.** Make reminder phone call to Historical Society regarding Coronation.
- May** Little Lady Lilac Ball @ Lomb Commons.
- May** String Quartet plays prior to Coronation. Arrive at 11:30 to start set-up. Princesses and Parents come and rehearse entrance.
- May** Arts & Crafts Fair – Arrange a meeting place with the girls after Chamber sets time for their appearance and introduction. Call Shamrock gardens and confirm order, colors and reminder to deliver flowers to banquet with the Chamber order.

- May** E-mail names of girls to Associated Attractions
E-mail names & addresses of girls to Lilac Parade Committee so they could invite parents' to sit in the viewing stand for the parade.
- May** Lilac Ball Rehearsal – met at Carlisle at 7.
- May** Lilac Ball – met girls at 5:30. Spend time reviewing entrances.
- May** Kids' Day in Park with Princesses.
- May** Lilac Parade – The girls arrive around 12:30. Parade committee supplies flowers.
Remember sunscreen and lilac umbrellas, blankets, gloves.
- June** TLC Camp

Optional events princess attend:
Fox News Hometown Friday event
Village blood drive
School scape interviews
Special Olympics

**LOMBARDIAN
LILAC QUEEN
COMPETITION**

**SCHOLARSHIP AWARDED
*BY THE GFWC LOMBARD JUNIOR WOMEN'S***

**YOUNG WOMEN OF LOMBARD
AGES 16 – 21**

**SATURDAY, MARCH 7, 2015
REGISTRATION AT 9:00 A.M. – 9:30 A.M.
JUDGING STARTS AT 9:30 A.M.
SUNSET KNOLL RECREATION CENTER
820 S. FINLEY ROAD, LOMBARD, IL**

**APPLICATION SITE
LOMBARDIAN, HIGH SCHOOL OFFICE
LOMBARD PARK DISTRICT SPRING BROOK
LOMBARD JUNIOR WOMEN'S CLUB WEBSITE**

SPONSORED BY:

**2015
LOMBARD
LILAC QUEEN
COMPETITION**

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**SPONSORED BY:
GFWC IL LJWC**

**FOR INFORMATION:
NANCY (630) 631-3735, SUE (630) 915-8541**