



# Royalty Coordinator Duties

---

## I. Basic Tasks

1. Attend Roots N' Boots committee meetings (2<sup>nd</sup> Wed in the evening)
2. Attend Town of QC council meetings, as needed
3. Proactively manage expectations
4. Communicate quickly and in a timely fashion between Committee/FOHP Board of Directors and Royalty Court
5. Provide Royalty Court with tools throughout the year, mainly scheduling and event details as provided.
6. Handle social Media / Website Inquiries
7. Manage scheduling throughout the year
8. Sponsor Management – Scheduling Needs, Promotional Events
9. Communicate with Town of Queen Creek for local events
10. Develop, Submit & Track Royalty Program Budget
11. Be familiar with and follow FOHP financial policies
12. Understand and communicate Royalty priorities
13. Manage online Royalty schedule with new events/changes

## II. Pre – Roots N' Boots Queen Creek

1. Pageant Planning/ Determine Appointed Queens – Prepare Coronation/ Farewell Dinner
2. Order Buckles, Sashes, Shirts, Tiaras, Thank You Gifts and Autograph Cards
3. Create a photo session for Promotional Pictures
4. Create Royalty schedule based on prior year's events for first 3 months (1Jan thru March)
5. Meet with Royalty Court to discuss expectations/questions
6. Introduction to Town Council
7. Work with Ag In The Classroom to coordinate school visits during Rodeo Week

## IV. Rodeo Related

1. Communicate out to visiting royalty
  - i. Gather data on scheduling, stalls, parking, performance details, practice time, etc.
  - ii. Determine list of visiting royalty and prepare list for Announcer
2. Work with Committee on needs for RNB event
  - i. Schedules
  - ii. Event info
  - iii. Opportunities for Queens & Visiting Queens
  - iv. Distribute Parking Passes, Wristbands, etc.
3. Performance Prep
  - i. Production Meetings
  - ii. Flag Planning
  - iii. Rodeo Performance Opening with American Flag
  - iv. Post Perf sponsor activities