

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

**Procedure for:                    Make Up Chair**

**As make up chairman, I am responsible for putting together a team committee to mainly assist in make up checks at performances as well as contest and shows. I also assist any member who needs help in applying their make up for that performance including false eyelashes.**

**I am responsible to see that each member of the Chorus has the correct make up including, base, powder, eye shadows, eye liners, false eye lashes, lip liners and lipstick that the Chorus has agreed upon.**

**It is my responsibility to purchase those items from the Ben Nye Theatre make up distributor in Dallas and distribute to the chorus member and remind them to pay for the said materials**

**I keep a spreadsheet as to what Chorus makeup each member has and what they order each time**

**I am currently looking into a different make up and have discussed with the Ben Nye representative as to how we can proceed.**

**I will be purchasing 4 to 6 new colors of base that we will then present to the Chorus for their personal preferences.**

**I will contact a Makeup artist from outside sources to come and do a makeup face on each person and decide their skin color tone and which one is best for them.**

**After that, I will purchase new make up for the entire Chorus and will be a more cohesive natural look on stage.**

**I attend any makeup classes provided by SAI either thru other regions or at International competition**