



2020 MEDALLION BALL PACKET



Helen Cestra



*St. Lucy's Auxiliary to the Blind
Pittsburgh, Pennsylvania*

Dear Medallion Candidates and Parents,

We hope you and your families are doing well and staying safe and healthy during this time. Because of the COVID-19 worldwide pandemic crisis, St. Lucy's Auxiliary for the Blind has made the decision to move the Medallion Ball 2020 date to March 6, 2021. This was not an easy decision to make, but in the interest of you, your family, friends, and other attendees, we believe this is the best decision.

We are still just as committed in our planning and will do our best to ensure this to be the same special and beautiful evening in celebration of you and your fellow Medallion candidates. You have achieved so much through your volunteer work and you deserve it! We will not miss a beat with this new date change.

This new date we know will lead to many questions. We are still working through all the details, but as of now, we have attached the new updated Medallion Packet with new form deadlines, extended photography session dates, a new Ball Rehearsal date and more. We will be in touch with further information on the events surrounding the Ball such as the Bishop's Tea and Picnic. We ask for patience and understanding during these unprecedented times.

Sincerely,

Helen and Annie

Helen H. Cestra and Annie M. Cestra, Medallion Ball 2020 Chairpersons
2020 Chairpersons of the Medallion Ball
MedallionBall2020@gmail.com



*St. Lucy's Auxiliary to the Blind
Pittsburgh, Pennsylvania*

Dear Members of St. Lucy's,

I hope everyone is doing well and staying healthy. We are so looking forward to the time when we can all get together again under normal circumstances. We, at St. Lucy's, like everywhere else, are having to make changes to the landscape of our 2020 year. Our foremost focus is to make sure that we honor the volunteerism of our Medallion Candidates. Therefore, the board has made the decision to move the Medallion Ball date to March 6, 2021. The Ball chairs, Helen Cestra and Annie Cestra, are working very hard to ensure that the Ball is a magical evening for everyone.

We have also decided that we need to move the Vision of Hope Luncheon to a later date. We are presently working to find that date and I will be in touch as soon as I know more.

While we certainly never could have envisioned an evolution of this magnitude, I know that we will continue to grow stronger together. Now, more than ever, we realize the importance of teaching our young people why volunteerism is ever so important. I so look forward to honoring our very special young women in the spring.

My Very Best,
Kelly

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2020 Medallion Ball Committees

Medallion Ball Chairpersons	Helen H. Cestra Annie M. Cestra	MedallionBall2020@gmail.com
Awards/Medallions	Blythe Dolan	blythedolan@gmail.com
Credentials	Kris Heinz	kheinz16066@gmail.com
Escorts	Mollie Hanna Lang Sarah Hanna White	molliehanna@gmail.com hannawhite611@gmail.com
Grandparent and Honor Listing	Anne Simon	simonannc@gmail.com
Memorial Listing	Karen Boston	karendboston@gmail.com
Invitations	Betsy Dillon	bdillon@me.com
Medallion Tea	Anne Freyvogel Jan Kubiska	afreyvogel@aol.com jcs0277@gmail.com
Presentation	Audrey Reilly Megan Reilly Jessica Reilly	doubledals@comcast.net
Program	Lisa Henricks	lmhenricks@gmail.com
Reservations	Suzanne Karlovich Joan Fiore	sfkarlovich@comcast.net
Vision of Hope	Michelle Lantz-Echant Dana Hanna Dani Folinio	mlantz@howardhanna.com

2020 Medallion Ball Forms Checklist

<p>PUBLICITY AND SOCIAL MEDIA INFORMATION FORM Complete form this evening, mail, or send via email to Medallion2020@gmail.com by June 1, 2020</p>
<p>MEDALLION BALL COMMITMENT FORM Complete form and send via mail or email to Medallion2020@gmail.com by June 1, 2020</p>
<p>BALL DRESS Obtain and alter dress before your scheduled picture. All dresses must abide by the enclosed dress guidelines.</p>
<p>PICTURES Schedule your pictures with Ron Richards Photography as soon as possible. Sittings are June 1, 2020 through November 17, 2020</p>
<p>PROGRAM INFORMATION FORM Complete form and send via mail or email to Medallion2020@gmail.com by June 1, 2020</p>
<p>MEDALLION BALL INVITATION REQUEST FORM Complete form and send via mail or email to bdillon@me.com by November 1, 2020 https://docs.google.com/forms/d/e/1FAIpQLSc7OdRVxs7U5ffH-wdF6kCGBZDAonJsoXdUcQKBhxdSr7oP9w/viewform?usp=pp_url</p>
<p>ESCORT INFORMATION FORM Complete form and send via mail or email to Medallion2020@gmail.com by November 1, 2020</p>
<p>GRANDPARENT/HONOR/MEMORIAL LISTING FORM Mail form and payment to Anne Simon for Grandparent or Honor. Mail form and payment to Karen Boston for Memorial by November 1, 2020</p>
<p>TUXEDO INFORMATION Share with your escort and their parents. Reserve tux through approved tux vendor as listed on the attached form by February 16, 2021</p>
<p>BALL RESERVATIONS Ball invitations are mailed in January. Mail reservations and payment to Reservations Chair Suzanne Karlovich by February 1, 2020</p>
<p>HOTEL RESERVATIONS TO STAY OVERNIGHT AT THE WYNDHAM HOTEL Reservations can be online https://book.passkey.com/e/50108852 or Guests can also call in: 1-888-317-0197, or 412-391-4600. When booking a reservation, please reference you are with the Medallion Ball group.</p>

2020-2021 Calendar of Events

MONTH	DATE/TIME	EVENT	LOCATION	WHO ATTENDS	MORE INFO
September	Sunday, September 20 th , 2020 9:00am- 5:00pm	Medallion Boutique Dress Sale	Wyndham Grand Hotel- Pittsburgh 600 Commonwealth Place Pittsburgh, PA 15222	2020 Medallion Ball Candidates and Parents	Gently used, good condition Medallion Ball gowns will be sold. Cash or Credit card accepted. Appointment required
January	Saturday, January 23 rd , 2021 11:00 am- 1:00 pm	Bishop's Medallion Tea with Picnic Twist!	Pittsburgh Field Club 121 Field Club Road, Pittsburgh, PA, 15238	2020 Medallion Ball Candidates and Parent/Guardian	Enjoy a wonderful Tea while getting photographed for local print publications. Bishop in attendance. RSVP Required
February	Sunday, February 28 th , 2021 8:30am	Medallion Ball Rehearsal #1	Wyndham Grand Hotel- Pittsburgh 600 Commonwealth Place Pittsburgh, PA 15222	2020 Medallion Ball Candidates and Escorts	MANDATORY rehearsal for candidates and escorts.
	Saturday, March 6 th , 2021 8:30am	Medallion Ball Rehearsal #2	Wyndham Grand Hotel- Pittsburgh 600 Commonwealth Place Pittsburgh, PA 15222	2020 Medallion Ball Candidates and Escorts	MANDATORY rehearsal for candidates and escorts.
	Saturday, March 6 th , 2021 5:30pm	57 th Medallion Ball	Wyndham Grand Hotel- Pittsburgh 600 Commonwealth Place Pittsburgh, PA 15222	2020 Medallion Ball Candidates, Family, Friends, Members, Member's guests	Celebrate the mission of St. Lucy's Auxiliary to the Blind by honoring our Medallion Candidates. RSVP required

					Fee charged
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Medallion Ball Commitment Form

Congratulations on your upcoming participation in the 57th Medallion Ball to be held Saturday, March 6th, 2021 at the Wyndham Grand Pittsburgh Downtown. You will join an esteemed group of ladies carrying forth the volunteer spirit and tradition. Please note that this special honor comes with several responsibilities that you and your family will be required to fulfill. These include:

- Adherence to Medallion Ball Dress Requirements
- Completion of requested documentation and forms on a timely basis
- Respond on or before all deadline dates
- Attendance is mandatory at two practices and the Medallion Ball

Please take the time to read through the Medallion Ball Informational Packet carefully. You and a Parent/Guardian must sign and return this form accepting this honor and agreeing to the standards. **In order to participate, we must receive this form, signed by both parties, by June 1, 2020.** Should you have any questions, please feel free to contact us at Medallionball2020@gmail.com

As my signature indicates, I agree to follow the requested guidelines as set forth in the Medallion Informational Packet and participate in a timely manner.

Candidate Name: _____
(Please Print)

Candidate Signature _____

Date _____

Parent/Guardian
Signature _____

Date _____

Please Mail (by June 1) To:

**Alexandra Cahall
119 Gamma Drive
Pittsburgh, PA, 15238**

Medallion Ball Publicity and Social Media Information

This information is utilized to contact the appropriate outlets and organizations that play a role in recognizing the Medallion Candidates in their communities. Our publicity chair will utilize this information for all events leading up to the Ball.

ACTION ITEMS + DEADLINES:

- **Complete and submit the following form immediately or by June 1, 2020 to:**

**Alexandra Cahall
119 Gamma Drive
Pittsburgh, PA, 15238**

POINT OF CONTACT:

Roseanne Wholey
Publicity Chairperson
rawholey@aol.com

Medallion Ball Publicity and Social Media Form

CANDIDATE INFORMATION:

First Name: _____

Middle Name: _____

Last Name: _____

Address: _____

City, State _____ Zip _____

Phone: _____ Email: _____

High School: _____

Please list a Local Newspaper (s) (i.e. The Almanac, the Herald, Mt. Lebanon News, etc.) Only one photo for a local publication will be taken at the Bishop's Tea. After the schedule is set for photographs no changes will be made the day of the Tea. **Please do not list Post-Gazette, Whirl Magazine, or Pittsburgh Catholic.**

As my signature indicates, I give permission to St. Lucy's Auxiliary to the Blind to use my daughter's name and/or photo in print and electronic publications and communications.

_____ Check here if use of information declined

Parent Signature _____

Date _____

Return Form immediately or mail by June 1, 2020

**Alexandra Cahall
119 Gamma Drive
Pittsburgh, PA, 15238**

Medallion Ball Program Information

The Medallion Ball Program will have a full page featuring each Medallion Girl. Below each photograph will be the Girls' full name, parents' full name, and the listing of the PRIMARY agency of volunteer services.

The DEADLINE for this candidate information is June 1, 2020.

This information must be correct and completed exactly as you wish it to appear in the Ball program.

GUIDELINES:

Medallion Presentee full name with no nicknames

Example: Jane Marie Doe

Family Title: Formal titles and names will be listed. Please read the examples and choose what is appropriate for you.

Mr. and Mrs. John A. Doe

Ms. Mary E. Doe and Mr. John A. Doe

Dr. and Mrs. John A. Doe

Drs. Mary A. and John A. Doe

Ms. Mary E. Smith and Mr. John A. Doe

Mrs. Mary E. Doe and the late Mr. John A. Doe

VOLUNTEER DATA: The primary agency must be where the volunteer services were completed to qualify for the Ball. Just ONE organization will be listed.

Example: UPMC Shadyside Blind and Vision Rehabilitation Services
 St. Clair Hospital Animal Friends

ACTION ITEMS + DEADLINES:

- Please complete and return the following form by June 1, 2020 to Alexandra Cahall, at the following address:
 - 119 Gamma Drive, Pittsburgh, PA, 15238
- Alternatively, this form can be emailed to Medallionball2020@gmail.com

POINT OF CONTACT:

Lisa Henricks

Program Chairperson

lmhenricks@gmail.com

Medallion Ball Program Information Form

<p>CANDIDATE INFORMATION:</p> <p>FIRST NAME: _____</p> <p>MIDDLE NAME: _____</p> <p>LAST NAME: _____</p> <p>DAUGHTER OF: _____</p> <p>VOLUNTEERED AT: _____</p>
<p>For the Joan of Arc Medallion that will be engraved for you, please enter in order:</p> <p>First Initial Middle Initial Last Initial</p> <p>_____ _____ _____</p> <p><u>CONTACT INFORMATION FOR QUESTIONS:</u></p> <p>Name: _____</p> <p>Phone: _____</p> <p>Email: _____</p>

Return by June 1, 2020 to:

Alexandra Cahall
119 Gamma Drive
Pittsburgh, PA, 15238

Medallion Ball Grandparent, Honor, and Memorial Listing

One of the beautiful mementos of the evening is our Medallion Program. We offer an opportunity for individuals to have their name listed in the Program. Recognition in this "Hall of Fame can be done in several ways.

Grandparent Listing

Grandparents and grandchildren can be listed in the program. Parents of the candidates are welcome to submit the names of their candidate and other children on behalf of the grandparents.

Example:

John and Jane Doe
Elizabeth Ann Doe
John Henry Doe
Emily Margaret Doe
Peter James Doe/

Honor Listing

Special recognition can be given to a candidate or other member of the St. Lucy's organization by listing an acknowledgement "In Honor of."

Memorial Listing

Some families decide to honor family or friends who are deceased by creating a memorial listing in the Program.

ACTION ITEMS + DEADLINES:

- Fill out and mail the following forms with payment to the correct Chairpersons by November 1, 2020. Mailing Address on forms. Please contact Anne Simon or Karen Boston with any questions you may have.

POINT OF CONTACT:

Anne Simon
Grandparent and Honor
Chairperson
simonannc@gmail.com

Karen Boston
Memorial
Chairperson
Karendboston@gmail.com

Medallion Ball Grandparent Listing Form

Please print clearly

Name of honored grandparents: _____

Name of children/grandchildren (Please list in order you wish them to appear in the program):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

DONATED BY:

Name of donor _____

Address of donor _____

Phone number of donor _____

Email of donor _____

CONTRIBUTION: (\$20 per listed grandchild)

Contribution Amount _____ Date _____

Please make checks payable to St. Lucy's Auxiliary to the Blind.

Mail to:
Anne Simon
1388 Diamond Ct.
Pittsburgh, PA, 15241

Medallion Ball Honor Listing Form

Please print clearly

In honor of (name of individual): _____

DONATED BY:

Name of donor _____

Address of donor _____

Phone number of donor _____

Email of donor _____

CONTRIBUTION: (\$20 minimum suggested donation)

Contribution Amount _____ Date _____

Please make checks payable to St. Lucy's Auxiliary to the Blind.

Mail to:
Anne Simon
1388 Diamond Ct.
Pittsburgh, PA, 15241

Medallion Ball Memorial Listing Form

Please print clearly

In memory of (name of deceased): _____

DONATED BY:

Name of donor _____

Address of donor _____

Phone number of donor _____

Email of donor _____

CONTRIBUTION: (\$20 minimum suggested donation)

Contribution Amount _____ Date _____

Please make checks payable to St. Lucy's Auxiliary to the Blind.

Mail to:
Karen Boston
2644 Sunnyfield Drive
Pittsburgh, PA, 15241

Medallion Ball Invitation Information

The Medallion Ball invitations will be mailed early October. Please complete the form for each person you wish to receive an invitation. **Do Not** include the candidate or parent names and addresses. All parents and candidates will receive invitations automatically.

The DEADLINE for the invitation information is November 1, 2020.

ACTION ITEMS + DEADLINES:

- Please complete and return the following form by November 1, 2020 to:

Betsy Dillon
99 Woodland Drive
Pittsburgh,PA,15238

- **POINT OF CONTACT:**
Betsy Dillon
Invitation Chairperson
bdillon@me.com

https://docs.google.com/forms/d/e/1FAIpQLSc7OdRVxs7U5ffH-wdF6kCGBZDAonJsoXdUcQKBhxdSr7oP9w/viewform?usp=pp_url

Medallion Ball Invitation Form

Email address:

Medallion Ball Candidate Full Name (First and Last Name)

Addressee Full Name (Example: Mr. and Mrs. John Smith)

Address Line 1

Address Line 2

City

State (Please use postal code abbreviations)

Zip Code

Include response card with invitation?
_____ Yes
_____ No

Return by November 1, 2020 to:
Betsy Dillon

Medallion Ball Reservation Information

When are ball invitations mailed?

Early January 2021 so you have plenty of time to think of your guests and table arrangements. Reservations and payment must be received by **February 1, 2020**.

I would like to purchase a Joan of Arc table, how can I be guaranteed to get one?

There are a limited number of Joan of Arc tables available. If you wish to purchase one, please get your reservation in early. Requests will be taken on a first come, first served basis. Also, please make sure you include payment for the entire table. Joan of Arc tables are confirmed 10 seats. If your request is received without payment for the entire table, we cannot assign you to a Joan of Arc table until the full payment is received.

How many are at a table? May I request more?

10 guests per table. Tables of 12 are only offered on an extremely limited basis due to room limitations. If needed, and we are able to honor, please note this request on the reservation and pay the additional price per person for the 2 extra seats. If we cannot honor this request, we will contact you as soon as possible.

Do you send out a confirmation about my RSVP?

We will only contact you if your request for a Joan of Arc table cannot be filled.

Will my daughter and her escort sit with us?

No, you do not need to purchase a seat for your daughter and her escort. The cost of her seat and her escort's is included in her registration fee which has already been paid. They will both be seated with other Medallion Candidates and their escorts

I am a vegetarian/have food allergies/have a special diet. Can you help me?

Yes, please note your request for you as well as your guests on the reservation.

I need to sit close to exit. Is this possible?

Yes, please note your request on the reservation.

Can my grandmother/elderly family member/disabled person be seated in the ballroom before the doors open for others?

Yes, please let us know when you check in for your table and we will assist you with this request.

Do I have to invite my daughter's escort's parents?

This is completely your decision. Some people do, but if you do not know the escort's parents well, it is not necessary. If you invite the escort's parents, please include their information on your invitation form.

If I have eight in my party, does that give me a whole table? Will I have to share my table with others?

You will probably have two other guests at your table that you may not know, unless you want to purchase the whole table at that price level and leave those seats empty.

How will I know where I am supposed to sit?

When you arrive at the ball you will check in at ‘reservations’, and we will give you your table number.

Can I have a table near my friend’s table? What do I need to do to let you know?

We will try to honor these requests but we cannot guarantee that we will be able to meet all requests. Please indicate your request on the back of the reply card, providing the names of your friends. Ask your friends to indicate the same on their response cards.

Do we all receive tax deduction letters if we send in separate checks?

Yes

What are the different 2020 ticket levels?

There are three levels of tickets – Joan of Arc are closest to the center, then Gold, then Silver. Joan of Arc tables must be purchased in full tables of 10.

Can I add a guest the night of the ball?

Unfortunately, no. Reservations and payment must be received by February 1, 2020. We cannot accept any changes after this date, including the night of the ball.

Should we bring our children/infants?

It is difficult for young children to wait to eat until after the presentation (which can be 9 pm and later some years). It is a long evening and the cost for the children is the same ticket price as adults.

Is there a limit to the number of guests each family can invite?

No, there really isn’t a limit, but keep in mind we have chosen the number of girls to present based on an average of how many can fit in the ball room and include a reasonable family and guest count per girl. In order to increase your chances of sitting together, we suggest you send in your reply cards together in one mailing with all checks.

I want to host our family and the escort’s family...Do they need to have their own invitation? Do I just request a no reply/response card? Does that method give me the opportunity to sponsor them and provide them with the evening’s details?

We suggest you list all your guests on the invitation form and supply their addresses so that they receive the invitation and each guest knows the evening’s details. Please check the box on the invitation form that says “no card” as that way your guest will not receive a reply card which does not give them the opportunity to send in a check. We also suggest that you inform them of your nice gesture so they do not think a reply card was omitted by mistake.

POINT OF CONTACT:

Suzanne Karlovich
Reservation Chairperson
sfkarlovich@comcast.net

Medallion Ball Dress Requirements

The Medallion Ball, sponsored by St. Lucy's Auxiliary, has been a Pittsburgh family tradition since 1963. Since the inception of the Medallion Ball, the formal dress code has been an important part of the long tradition, helping to create a most elegant and memorable evening. Please honor the tradition by following the formal dress code requirements as outlined below. There are no exceptions to these requirements. **Ron Richards Photography has been asked not to take a Program photograph if the below requirements are not met as per the Medallion Ball guidelines.** Prepare for your portrait session exactly as you would for the night of the Ball.

The Ball Dress:

A floor-length formal dress is required for the Medallion Ball. The color of the dress must be pure white not off-white. To determine whether a dress is pure white, hold a blank sheet of white paper up to the dress. If the dress is not pure white, it is not permitted.

Dresses for the Ball are usually purchased from a bridal shop; however, some gently worn dresses may be available for purchase through the Medallion Boutique further outlined on Page 32.

If ordering a new dress from a bridal shop, please be advised that it may take several weeks or months to come in, and for a fitting to be scheduled. Alterations may take several more weeks to be completed. The girls will need their dress to be ready to wear, for a photo session, where photos are taken for the Medallion Ball program, the summer before the Ball. Pictures are taken from June 1 to August 17, 2020. The program picture can be taken before the dress is hemmed, if necessary. When purchasing the dress, please advise the store, accordingly. Photographs will not be accepted for the Medallion Ball program unless the formal dress code is followed.

Unacceptable Dress Styles and/or Restrictions:

- Halter dresses, backless dresses, strapless dresses, off the shoulder dresses, or dresses with spaghetti straps are NOT permitted.
- The shoulders must be covered with wide straps that are a minimum of two inches and are securely sewn in place.
- A strapless dress may be purchased, only, if the bridal shop will add regulation straps to the dress. Regulation straps are straps that are a minimum of two inches in width.
- The dress' hemline should be even to the floor. Dresses with trains are not permitted. Girls purchasing a dress with a train must have the train removed.
- The front neckline of the dress must be modest and appropriate as the Medallion candidates are being presented to the Bishop of the Catholic Diocese of Pittsburgh. Exposed cleavage is not acceptable at the Ball, or at events leading up to the Ball.
- Evening pants are not permitted.

Embellishments on the Ball Dress: Clear crystals and pure white pearl beading is permitted, if it is modest and understated. Colored trimmings of any kind are not permitted. This includes silver, gold or colored beads, iridescent crystals (rainbow crystals), colored threads, colored ribbons, and colored belts etc.

Slips, Crinolines, Petticoats and Undergarments: A white or neutral color slip or crinoline petticoat worn under the dress as well as white or neutral undergarments are strongly recommended since professional lighting will be used on the Medallion Ball stage.

Shoes: *Pure white* (not off white) shoes are required. Please select shoes that will be comfortable enough for walking and dancing. Pumps, peep-toes, sling-backs, ballet flats, sandals, etc. are acceptable as long as they are pure white.

Gloves: White formal gloves are required. The gloves should be the appropriate length for the dress sleeve and must be made of a solid fabric without embellishments. Lace and/or net gloves are not permitted.

Jewelry and Accessories: Small earrings that complement the dress are acceptable. Pearls or a small chain necklace is acceptable. Excessive jewelry and/or oversized jewelry are not permitted e.g. oversized necklaces and oversized earrings. Please consider that the Joan of Arc Medallion will be presented on a ribbon necklace and placed over the head, during the ceremony, at the Ball.

Unacceptable Accessories:

- **Visible body piercings of any kind are not permitted** e.g. nose, lip, tongue, brow, or cartilage piercings may not be worn. No exceptions.
- Visible tattoos are not permitted. **Tattoos must be covered by the dress or flesh colored bandages and/or make-up.** No exceptions.
- Hair adornments of any kind are not permitted.

Please feel free to contact the Medallion Ball Chairs at MedallionBall2020@gmail.com regarding questions about the formal dress code or requirements. Thank you for respecting the traditions of the Medallion Ball and St. Lucy's Auxiliary.

Medallion Ball Presentation Information

In preparation for a magical evening, **ALL practices are mandatory**. The two practices are mandatory and attendance is extremely important!! The Ball presentation is a choreographed event and each candidate/escort couple have a very special individual role as well as being a valuable part of the whole group. Our presentation chair, Audrey Reilly, works side-by-side with the choreographer to teach all participants the grand promenade, waltz, and other necessary steps to ensure the night flows smoothly for everyone. The presentation must be practiced by all candidates/escorts on the ballroom floor to ensure perfection for a magical evening!

At the practices, all medallion candidates will learn the proper techniques for the Presentation to the Bishop, the Grand Promenade and Medallion Waltz choreographed by Ms. CeCe Kapron. Our Master of Ceremonies will also be working with us during practices. All medallion candidates and their escorts must learn and practice together so that the Medallion Ball flows seamlessly in a timely manner. Please note the important instructions listed below.

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>	<u>PLACE</u>	<u>WHAT TO BRING</u>
Sunday	February 28th	8:30am-1:00pm	Practice #1	Wyndham Grand Pittsburgh-Ballroom	*Ball Shoes *Escort *Snack/drink
Saturday	March 6 th	8:30am-1:00pm	Practice #2	Wyndham Grand Pittsburgh-Ballroom	*Ball shoes *Escort *Snack/drink
Saturday	March 6 th	5:30pm	57th Medallion Ball	Kings Garden Room	*Be completely dressed and ready for the evening. Don't forget your gloves!

Note: The rehearsal end times listed are tentative. All candidates and escorts **MUST** remain for the entire duration of the rehearsal. The many volunteers work to stay within the listed timeline, but rehearsals will not end until all required material is covered.

Important Things to Know:

- Escorts must attend practices. If your escort cannot attend one of the practices for any reason, you must bring a stand-in (father, mother, brother, sister, friend etc.), as the choreographer needs all spaces in the ballroom floor filled. It is imperative that the escort is in-person at a rehearsal to learn the choreography for himself.
- Dress code for practices: Respectable/comfortable. Bring your Ball shoes. Escorts should also bring Ball shoes.
- In the two weeks between the first rehearsal and the Ball, candidates should try on their dresses, with shoes, gloves and appropriate undergarments. Practice moving around in your Ball-night look; make sure that your dress does not need additional bustling or hemming; make sure that no undergarments are visible around or through your dress.

- Rehearsal on Saturday, March 6th will run until 1 pm. Please keep this in mind when scheduling any hair or makeup appointments, as candidates will not be permitted to leave early. Make sure to allot the appropriate amount of travel time.
- After the Saturday, March 6th morning practice and before the 5:30pm check-in time, please eat a hearty lunch. Dinner at the ball is served *after* the Presentation, Grand Promenade, and Medallion Waltz. This may be after 9:30pm. Please communicate this to any guests that may have special dietary needs as well.
- On Ball night, all Medallion Candidates must report to and stay in the Kings Garden Room at 5:30 pm. Medallion Candidates are not permitted to go through the Bishop's Receiving Line or to mingle at the reception. This requirement is to ensure that drinks or red wine are not accidentally spilled on any beautiful white ball gowns as the reception area gets very crowded with staff and guests. Also, revealing the Medallion Candidates on the stage for the presentation is the highlight of the Ball.
- Candidates will be in the holding room for at least two hours the evening of the Ball. Family, friends and guests WILL NOT be permitted into the holding room at any time. Candidates are welcome to bring books, games, etc. to help pass the time. Water and pretzels will be available. Please limit the valuables being brought into the holding room. Candidates are responsible for retrieving all items following the presentation and the waltz, as the room will no longer be monitored following that point of the event.
- If your family has a scheduled appointment with the ball photographer, a Medallion Candidate has permission to exit the Kings Garden Room for the picture time only. One family member has permission to pick up the Medallion Ball candidate. The photographer is located in the room directly next to the Kings Garden Room. There is no need for Medallion Candidates to walk through the reception area. After the photo is taken, the Medallion Candidate should return promptly to her space for the presentation.
- There will be Presentation Committee volunteers that will assist and supervise all Medallion Candidates in the Kings Garden Room and in all areas behind the stage. If any last minute situations occur, such as a broken shoe or sagging hem, notify a committee member for assistance. Please remember to bring your gloves, your shoes and any necessary items (lipstick, deodorant, medications) that you may need during the waiting period into the room with you. No candidate will be permitted to leave to go back to a hotel room or down to the lobby to retrieve something.

ACTION ITEMS + DEADLINES:

- Attend practice at the Wyndham Grand Pittsburgh on February 28th and Saturday, March 6th. **ALL practices are mandatory.**

POINT OF CONTACT:

Audrey Reilly
 Medallion Ball Presentation Chair
doubledals@comcast.net or 412-303-2000

Medallion Ball Escort Information

Each girl must choose an escort for the Ball. Escorts are required to attend two practices.

These mandatory practices (times subject to change) are scheduled at the ballroom of the Wyndham Grand Pittsburgh for:

Sunday, February 28th, 2021 at 8:30 AM – 1:00 PM

Saturday, March 6th, 2021 at 8:30 AM – 1:00 PM

Your escort is required to rent formal attire, consisting of the traditional tuxedo – tails with white vest, matching bow tie, white gloves and formal shoes. Top Hat Tuxedo offers a discount on the proper attire for Escorts as well as guests. Escorts from out of town can provide their measurements by phone if that is more convenient.

From past experience, we advise you that it is best to ask a friend or a family member to be your Escort, rather than a current boyfriend. Romantic relationships may change at the most inopportune times. Additionally, many girls have also remarked that they were more relaxed and had a better time with a young man they knew well.

A packet of information will be mailed to the Escort and Escort's Family upon identification by the candidate.

ACTION ITEMS + DEADLINES:

- Finalize your choice of Escort by **November 1, 2020**.
- Please complete and return the following form to:
Alexandra Cahall 119 Gamma Drive, Pittsburgh, PA, 15238
- Alternatively, this form can be emailed to Medallion2020@gmail.com

POINT OF CONTACT:

Escort Chairpersons:

Mollie Hanna Lang

Sarah Hanna White

molliehanna@gmail.com

hannawhite611@gmail.com

Escort Information Form - Part 1

<p>MEDALLION CANDIDATE NAME: _____</p> <p>PHONE: _____</p> <p>EMAIL: _____</p>
<p>ESCORT'S FULL NAME (NO NICKNAMES):</p> <p>First Name: _____ Middle Name: _____ Last Name: _____</p>
<p>ESCORT'S MOTHER'S INFORMATION:</p> <p>Circle - Ms. Mrs. Dr. Rev. Other: _____</p> <p>First Name: _____ Middle Name: _____ Last Name: _____</p> <p>Address: _____</p> <p>City, State _____ Zip _____ Phone: _____</p>
<p>ESCORT'S FATHER'S INFORMATION:</p> <p>Circle - Mr. Dr. Rev. Other: _____</p> <p>First Name: _____ Middle Name: _____ Last Name: _____</p> <p>Address: _____ (If different)</p> <p>City, State _____ Zip _____ Phone: _____</p>
<p>ESCORT'S PARENTS' TITLE AND NAMES:</p> <p>Please ask your Escort how his parents' names should be listed in the program. FORMAL NAMES ONLY.</p> <p>_____</p> <p><i>Formal Example: Dr. and Mrs. John A. Doe or Mrs. Jane Doe and Mr. John Smith</i></p>
<p>ESCORT'S PARENTS EMAIL AND TELEPHONE NUMBER (Will not be published.)</p> <p>Phone: _____</p> <p>Email: _____</p>

Escort Information Form - Part 2

ESCORT FAMILY BALL INVITATION:		
Would you like to send an invitation to the family of your escort?	YES	NO
Would you like a RSVP card included in the invitation?	YES	NO
ESCORT FAMILY ADDRESS INFORMATION:		
Name: _____		
Address: _____		
City, State _____ Zip _____ Phone: _____		

Escort Forms due November 1, 2020 to:

Alexandra Cahall
119 Gamma Drive
Pittsburgh, PA, 15238

Tuxedo Rental

Top Hat Tuxedo will provide the appropriate formal attire for the event. Please choose any of the three locations listed below, by **February 15th, 2021**, to reserve your Medallion Ball approved tuxedo. **Please see the following form if you are coming from out of town.**

Special estimated pricing has been arranged as follows:

Escorts: \$99.00 complete. This price includes shoes, gloves, socks, tax and insurance.

Guests: \$99.00 complete. This price includes shoes, tax and insurance.

Tuxedos try-on and pick-up date, **March 4th 2021 after 1pm**. Alterations, if needed, can usually be done while you wait.

<u>EAST</u> TOP HAT TUXEDO <u>(Waterworks Mall Location Only)</u> 933 Freeport Road Fox Chapel, PA 15238 412-782-2450 (phone) 412-782-2451 (fax)	<u>SOUTH</u> LIBERTY MEN'S FORMALS (across from Banksville Plaza) 3104 Banksville Road Pittsburgh, PA 15216 412-561-2202 (phone) 412-341-6672 (fax) (Top Hat Tuxedo will provide the appropriate attire to be picked up at this location)	<u>NORTH</u> BLACK TIE TUXEDO 12705 Perry Highway Wexford, PA 15090 724-935-4111 (phone) 724-935-4112 (fax) (Top Hat Tuxedo will provide the appropriate attire to be picked up at this location)
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ACTION ITEMS + DEADLINES:

- Reserve your tuxedo by February 15th, 2021 by visiting one of the three locations.
- Complete the following form if you are an out of town guest.
- Try-on and pick-up your reserved tuxedo beginning Thursday, March 4th, 2021 after 1pm.

POINT OF CONTACT:

Top Hat Tuxedo

Tuxedo Mail Measurement Form (Out of town guests only)

COMPLIMENTARY MAIL MEASUREMENT FORM FOR THOSE OUT OF TOWN

Please have your measurements taken at a local tuxedo shop if you are out-of-town and unable to visit Top Hat Tuxedo, Liberty Men's Formals, or Black Tie Tuxedo. Then, simply mail, call, or fax the measurements to your preferred location, and your tuxedo will be waiting for you upon arrival to Pittsburgh.

A final fitting will be done when you stop in, and any last minute adjustments can usually be handled at that time. Please call if you have any questions.

CONTACT INFORMATION:			
NAME (circle: escort or guest) _____			
ADDRESS _____			
PHONE _____ EMAIL _____			
QUANTITY:			
Height	_____	Weight	_____
Overarm	_____	Chest	_____
Coat Size	_____	S.R.L.XL	Coat In-sleeve _____
Waist:	_____	Hips:	_____ Leg Out-seam _____
Neck	_____	Sleeve	_____ Shoe Size _____ D/Wide

Medallion Ball Event Photographs

Medallion Candidates and their family will receive an email from Kris Heinz, Credential Chair, letting them know when they are permitted to schedule their program and Ball portrait session.

Ron Richards Photography will begin photographing on June 1, 2020 through November 17, 2020

On the night of the Ball we are providing opportunities for photographic keepsakes.



Candid \$49

This package includes (2) 5x7s:
(1) 5x7 of your daughter receiving the Medallion from the Bishop
(1) 5x7 of your daughter with her escort



Family \$125

This package includes (1) professionally retouched 8x10.
Gather the family, escort, and/or extended family!



Three Generations of Family



Extended Family



Escort's Family

A reservation is required for both the Candid and the Family Photography.

Payment must be made in full at the time of your booking. Family portraits begin at 4pm the night of the Ball.

Call the studio at 412.344.9400 Appointments are limited. Call now to schedule.

Photography will also be on hand the evening of the 57th Medallion Ball to capture the event. Below is information and pricing about securing packages and photo sessions

POINT OF CONTACT:

Ron Richards Photography, 412-344-9400

Medallion Ball Boutique



THE MEDALLION BOUTIQUE Blow Out Sale

Offering gently used, white gowns for purchase exclusively to the medallion candidates of the St. Lucy's Auxiliary to the Blind

BY APPOINTMENT ONLY
Sign Up at the following link

<https://www.signupgenius.com/go/70A0544ABAD28A5F94-medallion2>

LOCATION

Wyndham Grand Pittsburgh Downtown
600 Commonwealth Place
Pittsburgh, PA 15222

DATES

June 21st

TIME

9:00AM-5:00PM

Cash and credit card accepted

POINT OF CONTACT:

Heather Zicarelli

heatherzicarelli@gmail.com

***All proceeds donated to St. Lucy's
Auxiliary to the Blind**