

Autumn Inspirations 2024 QUILT Show Planning and Activity Timeline

June 2023

- Chairman and Co-Chair to select a featured quilter to give her/him as much time as possible to get her/ his quilts ready!
- Ask members and Friendship Groups for a Raffle Quilt

September 2023

- Fill critical show committee chair positions in order to proceed with preliminary show planning activities
- Confirm duties and descriptions of each committee chair position
- Determine a Member's Challenge, whether it's a block or a small quilt

October 2023

- Get signed contract from Proctors for 2024

November 2023

- Send out save the date cards to Vendors

January 2024

- Start holding monthly committee planning meetings
- Confirm timeline for show preparation
- Set date for registration of quilts for show
- Decide on admission fee for show and other relevant information for publicity
- Have a budget in place by committee
- Make sure all committees have the following information and resources: list of members, duties and budgets for each committee, tax exemption ID, expense reimbursement form, Proctor's floor plans, and timetable for quilt show activities
- Fill any remaining show committee chair positions in order to proceed with preliminary tasks

February 2024

- Get advertising material (posters, palm cards and bookmarks) designed
- Start recruitment of vendors for the show
- Have raffle tickets printed

March 2024

- Start distribution of print material to tri-state quilt shows and shops
- Have a signed contract with 2 certified judges
- Obtain volunteer staffing needs from committee chairs

- Have quilt registration form redesign completed, ready for use at April guild meeting

April 2024

- Begin signups for Volunteers
- Begin distribution of raffle tickets to members

May 2024

- Begin soliciting Door Prizes from businesses
- Quilt Registration form and Instructions are posted to website for downloading
- Printed copies of Quilt Registration Form and Instructions are available at meetings

Things that need to be done over the summer

- Order wristbands - determine how many we need
- Begin entering quilt registration information into database
- Hold a late summer Planning Committee meeting

July 15th - Deadline for quilt registration submissions (date used in 2022)

August 2024

- Finish entering quilt registration information into database
- Proofread quilt registration information - provide registration information for catalog, judging committee, show design/layout and provide dollar value total to get insurance
- Have all information for show catalog (e.g., ads, featured quilter write-up, Show info, etc.) in the hands of the Catalog Design Chair

September 2024

- Order all ribbons and awards

4 weeks before the quilt show - September 7, 2024

- Send final draft of show catalog to printer

2 weeks before the quilt show September 14, 2024

- Get transient merchant's license/ permit from City Hall (cash payment)
- Contact insurance company and make sure show quilts are covered under our policy
- Hold a last-minute Planning Committee meeting

1 week before the quilt show September 28, 2024

- Pick up show catalogs from printer
- Go through checklist to make sure everything we need is on hand or has been done

Wednesday October 2, 2024

- Members meeting at Proctors 6:30 so the quilts do not need to be transported

- Sign in all the registered quilts
- Separate judged from non-judged quilts. Store quilts in a locked room - in 2022 we were able to store them in Key Hall
- Final call for Volunteers sign ups
- Prepare catalogs for show
- Distribute discounted wristbands for Volunteer hours at meeting

Thursday October 3, 2024

- Begin judging activities

Friday October 4, 2024

- Begin set up of quilt racks
- Vendors to begin setting up
- Volunteers to begin setup of quilts, displays and booths
- Security Guards - We did not use - no other activity going on in Proctors in 2024?

Saturday October 5, 2024 - Show opens at 10:00 am

Sunday October 6, 2024 - Show closes at 4:00 pm

Various show takedown activities to be listed later

After the show, call Judie Bouchard and set up date for 2026!

Cancel Insurance

Late October/ Early November

- Host post show dinner meeting for all committee chairs. Date and time to be announced

December 2024

- Prepare Post Show reports
- Find a chair for the 2026 Show