

QUILT SHOW COMMITTEE RESPONSIBILITIES

Show Chair:

- ❖ Contacts quilt show venue and gets a signed contract (along with the guild President).
- ❖ Ensures committee chair positions are all filled.
- ❖ Presides over show committee meetings.
- ❖ Gets transient vendor's license from city or town hall.
- ❖ Gets insurance coverage for registered quilts.
- ❖ Orders wrist bands for invited guests.
- ❖ Co-directs setup of quilt show along with the Show Design/Setup chair.
- ❖ Interfaces with show venue management.
- ❖ Arranges for all tables and chairs (for vendors, exhibitors, guild booths, judging, hospitality room, etc.)
- ❖ Oversees takedown of quilts and booths.
- ❖ Checks all areas of the quilt venue for any guild members' or vendors' items/belongings that were left behind.
- ❖ Ensures all borrowed or rented items have been returned without damage to them or to the show venue.
- ❖ Follows up to make sure racks and miscellaneous quilt show items are properly stored.
- ❖ Ensures audit is conducted.
- ❖ Holds post-show meeting with all committee chairs to discuss how the show went, what changes need to be made for the next show, and to review the ending financial report.
- ❖ Establishes dates and finds location for next quilt show and secures commitment from venue.

Show Co-Chair:

- ❖ Assists Show chair as requested.
- ❖ Takes notes and distributes minutes from show meetings.
- ❖ Helps proofread show documents for printing.

Treasurer:

- ❖ Keeps accounting of revenues and expenditures.
- ❖ Writes checks to reimburse committee chairs for out-of-pocket expenses.
- ❖ Provides periodic quilt show financial reports.
- ❖ Provides cash boxes to Admissions, Raffle Ticket and Boutique booths with start-up cash.
- ❖ Periodically collects cash from admissions, boutique, and raffle ticket booths during the quilt show.
- ❖ With assistant, double checks cash for deposits during show.
- ❖ Deposits cash and checks into bank guild's account and reconciles quilt show checking account.
- ❖ Conducts audit with assistance of another committee chairperson.

Boutique:

- ❖ Collects items from members for sale at the boutique.
- ❖ Oversees preparation of items (measuring, pricing) for sale.
- ❖ Acts as "store manager" of boutique instructing cashiers and clerks of their duties.
- ❖ Oversees set up of boutique to display all items.
- ❖ Provides consignment forms to members who request them and keeps track of any consignment items that are sold.
- ❖ Takes down booth after show, inventories display equipment and disposes of leftover merchandise.

Registration:

- ❖ Makes updates to registration forms.
- ❖ Keeps log of all quilts registered for the show and assigns unique ID numbers to each quilt (by category for judging and the catalog).
- ❖ Enters all registered quilt descriptions into a spreadsheet (Microsoft WORD/Excel). Works with a proofreader to review quilt description spreadsheet.
- ❖ Provides spreadsheet of all registered quilts to Catalog Layout/Design/Printing chair, Judging chair, and Show Design/Setup chair. The Show Design/Set-up chair also receives photographs submitted.
- ❖ Tallies the total quilt value for insurance purposes and provides that information to the Show Chair.
- ❖ On the evening of quilt drop-off, manages logging-in of each quilt. (As needed, stores members' pillowcases, by ID number, in secure area until takedown.
- ❖ Manages the return of each quilt to the owner/registrant after the show is over.

Catalog Layout/Design/Printing:

- ❖ Using spreadsheet from Registration chair, featured quilter write-up and submissions from vendors and others designs show catalog.
- ❖ Arranges for printing of show catalogs, display (quilt description) cards, and ballots.
- ❖ Prepares name tags for show volunteers.
- ❖ NOTE: All print material must be proofread by at least one other board member to ensure accuracy before it's sent out for printing.

Publicity Materials Design and Printing:

- ❖ With input from Guild President and Show committee designs publicity materials (posters, palm cards, bookmarks).
- ❖ Contracts for printing of publicity materials.

Publicity:

- ❖ Provides printed quilt-show information to members so they can disseminate in their respective communities.
- ❖ Posts quilt-show information to quilting websites and national magazines.
- ❖ Sends posters, palm cards, bookmarks, etc. to quilt shops and guilds, and requests that information be displayed at quilt shows and included in Newsletters.
- ❖ Replenishes quilt shops' supply of show materials when required.
- ❖ Places newspaper ads and notices.
- ❖ Sets up interview with local access cable TV station, channel 16.
- ❖ Contacts local news media (Daily Gazette, Times Union, WRGB, WTEN, WNYT and WXXA) requesting coverage/news stories on quilt show and/or featured quilter.

Show Design/Setup of Quilts:

- ❖ Designs the floor layout of the racks and quilts, plus all guild booths and exhibitor spaces (not vendor spaces).
- ❖ Establishes teams of volunteers to set up the racks and quilts plus the guild and exhibitor booths.
- ❖ Along with the Show Chair, directs the setting up of the racks and quilts.

Vendors:

- ❖ Solicits quilt shops and various quilting/sewing-related businesses to rent vendor space at the show and/or place ad in quilt show catalog.

- ❖ Gets vendors' space requirements (i.e., square footage, access to AC power, plus quantity of tables and chairs required).
- ❖ Designs the floor layout for the vendors.
- ❖ Provides any vendor advertisement info for show catalog to chair of Catalog Design and Printing.
- ❖ Oversees setup and breakdown of vendors.

Door Prizes/Awards:

- ❖ Solicits local and national businesses for various quilting/sewing-related items to be donated and used as door prizes and other awards.
- ❖ Manages door prize raffles during show, announces and posts winning numbers, and awards prizes.

Raffle Quilt:

- ❖ Oversees the preparation of a Raffle Quilt.
- ❖ Tasks may include the selecting pattern, fabrics for quilt top, backing, binding and the batting.
- ❖ Designs and constructs a queen-sized quilt top or identifies a Friendship group to construct.
- ❖ Arranges for quilting (hand either by 1 individual or quilting bees or machine).
- ❖ Binds and labels quilt and attaches hanging sleeve.

Raffle Tickets:

- ❖ Arranges for printing of raffle tickets with serial numbers.
- ❖ Prepares batches 20 consecutively numbered tickets in books (200-250 books depending on quantity of tickets printed).
- ❖ Records beginning/ending serial numbers for each book.
- ❖ Distributes at least one book to each member, recording their names next to the serial numbers.
- ❖ When money and ticket stubs come back, records number of tickets sold, and amount of money handed in.
- ❖ Periodically turns cash over to the Treasurer for deposit.

Judging and Awards:

- ❖ Contracts with 2 certified quilt judges and makes all arrangements (including travel/lodging if required) for their services.
- ❖ Orders 1st, 2nd, and 3rd place ribbons for judged quilts.
- ❖ Purchases or has special ribbons made for Best of Show, Viewers' Choice, and Vendors' Choice. (NOTE: Vendors' Choice awards should be provided by the vendors-guild only provides the ribbons).
- ❖ Manages the judging process (data input, calculations, etc.) to determine ribbons/awards.
- ❖ Makes sure all miscellaneous items required for judging are available (i.e., copies of show catalog for scribes, safety pins for ribbons, white gloves, clip boards, etc.).
- ❖ Setups up tables required for judging activities.
- ❖ Instructs volunteers on their judging tasks, i.e., scribes, quilt handling, calculation of points and affixing ribbons, etc.

Signage:

- ❖ Has wooden "sandwich board" quilt show signs repainted (or makes new ones) to reflect show location, dates, and times.
- ❖ Completes inventory of existing plastic laminated signs to ensure adequate supply and obtains more as needed. (QUILT SHOW ADMISSION - \$\$\$.00, QUILTS, VENDORS, RAFFLE TICKETS, GUILD MEMBERSHIP, HOSPITALITY, REFRESHMENTS, WORKSHOPS, RESTROOMS, FEATURED QUILTER and their name, ANTIQUE QUILTS, MEMBER CHALLENGE QUILTS, STRAIGHT FROM THE HEART, VETERANS, and directional arrows, etc.

- ❖ On setup night after quilts are hung, posts signs inside the quilt show venue including directional arrows.
- ❖ Places all outdoor signs by 9am on Saturday a.m. and removes all signs beginning 4pm on Sunday.
- ❖ Posts signs around the perimeter of the show venue with directional arrows to guide guests inside (QUILT SHOW).
- ❖ Collects and inventories signs after the show and prepares for storage.

Hospitality:

- ❖ Provides a light luncheon on Judging Day.
- ❖ Provides cold beverages and light snacks for setup.
- ❖ Oversees the provision of food and beverages for show volunteers, vendors, and exhibitors during the show.
- ❖ Staffs Hospitality room to ensure public and those not working at the quilt show do not enter.
- ❖ Supervises Hospitality room breakdown.

Volunteer Recruiting:

- ❖ Solicits input from show chairs about staffing needs for show activities.
- ❖ Develops a signup tool (paper or online such as Start-up.com) for volunteer jobs for the show, including but not limited to: show setup and take down, rack storage, white gloves, guild booths - admissions, membership, raffle ticket sales, Veterans, Northern Rivers, Judging, White Gloves, Boutique, Hospitality.
- ❖ Prepares spreadsheet summarizing Total Volunteer Shifts used to determine discounted admission wristbands for members, provides to the Supervisor of Admissions.
- ❖ Creates and posts sign-in sheets in the Hospitality room for volunteers reporting for their assigned jobs on show days.
- ❖ Monitors volunteer areas to ensure adequate staff and asks volunteers to change assignments during the show as needed.

Admissions/Membership/Raffle Ticket Tables:

- ❖ On the Wednesday prior to the show (quilt drop-off meeting), using the Total Volunteer Shifts spreadsheet, distributes discounted admission wristbands and collects remaining admission fee from members.
- ❖ NOTE: These 3 tables should be located together or in very close proximity so volunteers can back each other up if required.
- ❖ Prepares a written, brief set of instructions for staffing each booth for the convenience of the volunteers.
- ❖ Ensures Admissions table has enough show catalogs, wrist bands and ballots for voting (Viewer's Choice, Block Challenge, etc.). Also, provide a box to "recycle" show catalogs and one for Viewer's Choice.
- ❖ Ensures Membership table has copies of guild literature, new membership forms, and any merchandise that may be sold (i.e., pins, tote bags, etc.)
- ❖ Provide the Admissions table cash box and a receptacle to place stubs for the raffle ticket drawing.
- ❖ Oversees White Gloves and wristband check at entrance to quilt display areas on show days.

Member Block Challenge:

- ❖ Decides upon a theme and size of blocks for the challenge.
- ❖ Creates a display board/wall for all blocks entered the challenge.
- ❖ Collects all challenge blocks on Wednesday before the show and affixes them on the board.
- ❖ Sets up display of challenge blocks and ballot box at the show.
- ❖ Counts ballots and announces block challenge winner at the end of the show.
- ❖ Purchases award and presents to winner of the challenge.

Veterans' Booth

- ❖ Collaborates with chair of Show Design/Set-up on rack requirements.
- ❖ Oversees booth set-up with quilts ready for donation to the VA.

Northern Rivers Booth (Straight from the Heart)

- ❖ Collaborates with chair of Show Design/Set-up on rack requirements.
- ❖ Oversees booth set-up with quilts ready for donation to Northern Rivers.

Odds and Ends:

- ❖ Launders (and irons, if required) hanging drapes/sheets/tablecloths.
- ❖ Purchases white gloves if required.
- ❖ Obtains decorations and props such as seasonal flowers, small furniture for show days.
- ❖ Keeps pins (straight and safety), scissors, duct tape, paper, magic-markers, and other misc. "emergency" items handy during quilt hanging.
- ❖ Ensures chairs have phone number lists.

By Kathy Hermance 2/5/08

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