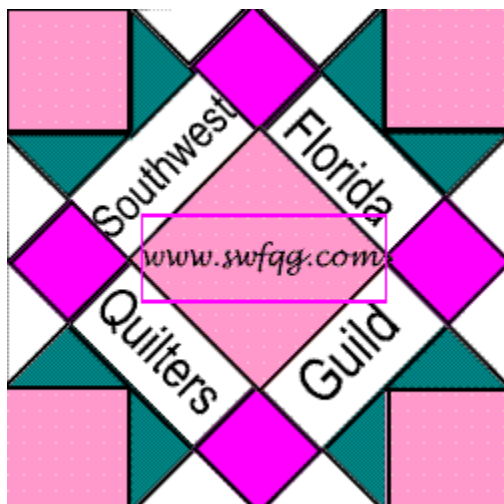


SOUTHWEST FLORIDA QUILTERS GUILD QUILT SHOW LEAD MANUAL



QUILT SHOW COMMITTEE

The Quilt Show Committee is comprised of the Chair and/or Chairs, the Quilt Show Secretary, the Quilt Show Treasurer and the committee leads. The Quilt Show Chairs will decide on the show organization and the need for various possible subcommittees described below. Any subcommittee can have more than one lead:

CHAIR AND/OR CO-CHAIR PREPLANNING: FOURTEEN MONTHS TO ONE YEAR:

1. Be familiar with all aspects of the show as documented in the Quilt Show History tub stored in the Guild Closet.
2. Verify a venue.
3. Decide on a show theme.
4. Appoint an Opportunity Quilt Construction lead to begin work on the Opportunity Quilt.
5. Identify committee structure and define roles.
6. Recruit Quilt Show Committee leads.
7. Ensure that each subcommittee has information detailing the procedures and background information needed to complete their jobs. (a work in progress as of this time)
8. Identify possible quilt show judges and contract with the chosen judge in conjunction with the Judging sub-committee if a sub-committee has been formed..
9. Determines the quilt categories & rules, the judging criteria and judging methodology.
10. Develop and manage a timeline for the show.
11. Determine major milestones and establish target dates for completion which would include the following
 - Door prize requests out—
 - Notify Guild organizations in writing—
 - Print flyers—
 - Budget determinations for committees—
 - Vendor agreement(s)—
 - Hold first committee meeting—January-March
 - Ensure that flyers go to Quilt Shows—(check specific dates,)
 - Distribute quilt registration form (put on web)—April
 - Begin staffing for on-sight roles—June
 - Deadline for registration—6 months prior to the show
 - Quilt check-in—
12. Conduct regular meetings of the Quilt Show committee.
13. Oversee the progress of Quilt Show planning.
14. Provide encouragement, advice and support to the members of the sub-committees.
15. Bring the event dates, times and location as recommended by the Quilt Show Co-chairs to the membership.
16. Attend SWFQG Board/Executive meetings and report on Quilt Show Committee progress, submitting written reports to the secretary.
17. Present Quilt Show Committee financial requests to the Quilt Show Treasurer for payment
18. Arrange for insurance for current show.
19. “Solicitation of Contribution” (Raffle License): renew the “Solicitation of Contribution” (raffle license) and oversee the printing, sale and accounting of Opportunity Quilt tickets. See the “Quilt Show History” tub in the Guild Storage closet for information and ticket samples.
20. Opportunity Quilt tickets, for sales tax purposes, must have printed on them the following:
 - The word Donation,
 - The Registration number and
 - The official paragraph printed in CAPS.
21. Make sure that all printed communication (flyers, bookmarks, Opportunity Quilt tickets) that include a price on them have the word “Donation” on them to avoid paying sales tax.
22. Organize and meet with sub-committee chairs, prepare budget, report to the Guild Board monthly about progress and needs, GET VOLUNTEERS.
23. Work with each committee, assuring that it operates within its designated budget. Assist the Treasurer in accounting for each committee budget and payments made thereto, and in making deposits in a timely basis.
24. Work with venue to specify requirements for space, AV support, Security, maintenance, etc. Check with sub-committee chairs for their needs.

CHAIR &/OR CO-CHAIRS DURING SHOW WEEK:

1. Attend all activities during show week
2. Be the point-persons with venue during the show.
3. Provide oversight for the event for times when you won't be there in person, designate another person to provide oversight and make sure the staff knows who that is. If co-chairs, try to have one co-chair on site at all times.
 - a. Periodically visit the various venues to foresee any potential problems
 - b. Be available in the event of problems & mitigate any problems that arise
 - c. Pay particular attention to shift changes to ensure that each role is being filled - Serve as liaison with facility for any issues that arise
4. Event schedule:
 - a. Sunday or Monday – Drop Off quilts
 - b. Tuesday & Wednesday – Judging
 - c. Thursday set-up 9:00 start (take photos of rooms prior to set-up)
 - d. Friday & Saturday -- Show
 - e. Saturday --Take down—start 4pm
 - f. Sturday -- Quilt check-out & pick-up— at completion of show

CHAIR &/OR CO CHAIRS AFTER THE EVENT:

1. Prepare a summary report at the conclusion of the event and submit it to the Executive Committee.
2. Support the check-out or repatriation of quilts and other materials to their owners.
3. Work Quilt Show treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.
4. Hold post-event meeting to review what went well and any improvements for subsequent shows.
5. Update job description at the end of the term
6. **Submit financial report to the licensing authority at the conclusion of the Quilt Show.**
7. Identify exact date & reserve facility for the next Quilt Show. (Two years in advance)

QUILT SHOW SECRETARY:

1. Take the Minutes of Quilt Show Committee meetings and be responsible for any needed correspondence from the committee.
2. Work with the vendor chair and other chairs as needed.

QUILT SHOW TREASURER

1. Talk to Kathy
2. All financial commitments must go through the Quilt Show Committee Chairs
3. Maintains a checking account separate from the main Guild Checking Account
4. Signatory rights are with ...
5. Make regular admission, boutique and bazaar collections.
6. Retains \$5000 seed money in the Quilt Show Account for the next show.
7. Turns over the show proceeds less \$5000 to the Guild Treasurer.

QUILT SHOW SUBCOMMITTEES

ADMISSIONS:

1. This committee greets show visitors when they arrive, takes their admission donations, and assists visitors with their wrist bracelets. Even though you are in one place, this is a fairly physically demanding job.
2. Must be able to handle money, and have good people skills.
3. Responsible for the sales of tickets/wristbands and the influx of cash until it is turned over to the Treasurer.
4. Follows cash control policies and monitors the security of the cash and the ticket booth staff.
5. Keeps track of numbers of tickets as they are acquired from Center, and ending numbers at end of show.

ANGEL MEMBERS:

1. Responsible for the documentation of Guild members who passed since the last show.
2. Writes an article depicting the quilter's interests and accomplishments.

3. Sets up a display of featured quilter's quilts etc.

BASKETS DRAWING:

1. This committee contacts quilt shops, book publishers, etc. for basket prize donations. As donations are promised, the committee follows-up, collects the items, keeps a list of prizes and donors, and keeps the website person up-dated with the information.
2. This committee sorts items, fills and decorates baskets for the show drawing.

BOOKS & MAGAZINE SALES:

Organize the magazines, patterns and books; taking money.

BOUTIQUE PRODUCTION :

1. Should start shortly after each show for the next show.
2. Responsible for soliciting items for sale made by our members.
3. The Boutique is our hand-made store. All items for sale are donated by our Guild Members. . It is strongly suggested each member donate six items to the Boutique.
4. This committee designs specifications for what will be sold in the boutique, designs the boutique submission forms, and determines the schedule for the boutique items drop-off and pick-up.
5. The committee presents ideas for boutique items to members, encourages them to start making things early, and sets prices for the items. This committee operates prior to the show.

BOUTIQUE SALES:

1. During the show, this committee manages the boutique – selling items, collecting money and tracking sales by member.
2. This committee determines how many volunteers they need and notifies the volunteer coordinator.
3. Maintains computer records of items for inventory control.
4. Designs booth space and is responsible for setup of that space. Staffs the booth space during the show working with customers and processing sales.
5. Responsible for deposits and reporting as necessary at the during & at the end of the show. Responsible for the claiming and storage of items not sold.
6. Follows cash control policies and monitors the security of the cash and the marketplace staff.
7. A sign stating, "Sales Tax Included" should be posted.

Boutique Donations

- a. You can work alone or in a group and make any quilt related item to donate.
- b. If you don't have time to sew, you can donate sewing aids, kits, rulers, quilt frames, or anything quilt related as long as it is clean and in good condition.
- c. Donated items can be turned into Boutique Chair throughout the year.
- d. The Chair will keep a record of all donated items and price each item.

BUDGET:

25. The Quilt Show Committee will be given \$5000 seed money for required up-front payments.
26. The sub-committee budgets will be set by the Quilt Committee Chair(s) and approved by the Guild Board of Directors.
27. Any sub-committee expenditure above the approved budget must be approved by the Committee Chair(s).
28. An expenditure above the total approved budget must be approved by the Board of Directors.

COMMUNITY SERVICES:

1. Lead by the Community Service Committee chair
2. Organize and run Guild charity activities at the show.
3. Set-up an attractive display area with good signage showcasing equally ALL of our Community Service projects..

FABRIC REMNANTS:

This is not scraps or a scrap table. This consists of like fabric bundled by color or design, charm squares, jelly rolls, layer cakes

Prior to the Show

1. Fabric remnants are requested from members for about 18 months.

2. A laundry basket and sign are provided at the meeting.
3. Remnants are made into charm squares, jelly rolls, small bundles of fabrics sorted by color, motif, Christmas, etc or just a small stack that looks nice and is tied with a ribbon.
4. Also roll, tie and mark $\frac{1}{4}$ yds., $\frac{1}{2}$, yds., etc.

Pricing

1. Price marking is difficult.
2. One option is to weigh the fabric and price by the ounce.
3. It is much easier to bundle, cut, price and get it out of the way as received rather than to save it to the month before the show.

What Sells

1. Sticking to cotton is best.
2. Upholstery fabric or fleece does not sell well.
3. Almost a Quilt projects have sold well.
4. Partial projects such as blocks, pillow fabric etc sells well.

Finalizing

1. The remnants should be processed, packed with Dryer Softener Sheets, put in storage and marked BOUTIQUE REMNANTS which helps the day of the show when the truck delivers the remnants. The see through plastic zip bags are perfect.
2. The remnant table does better if someone is there to "Hawk" it!

FACILITY LIAISON:

1. Quilt Show chair serves as lead or Guild President until Quilt Show committee has been appointed.
2. Responsible for all issues related to the venue and the Quilt Show.
3. Includes Security and Concessionaire as necessary.
4. Responsible to approve the floor layout of the quilt display booths and the vendor booths, also any additional booths as needed.
5. Keep track of hours worked by Employees.
6. Keep track of extra items acquired by show from. Tables, drapes, etc.
7. Presents Questions and issues to venue as needed. This person is Responsible for overseeing all activities during the setup and show days of the Quilt Show.
8. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities
9. This is the go to person during the show days that would escalate issues to the venue manager.

FOOD:

1. Check with venue for food policy.
2. If allowed, solicit members for donations of food for the workers and vendors on set-up day.
3. Keep a record of who is bringing what and insure that food is adequate
4. Purchase needed supplies for this luncheon, plates, cups. Coffee, etc.
5. Prepping food, setting up of and clean-up of the kitchen for the set-up day luncheon. (Thursday)

GROUP SALES – BUSES

1. This committee collects contact information for quilt Guilds, and corresponds with the Guilds about our show.
2. Collect group reservations and payments, make arrival packets, answer group questions.

HANGING THE SHOW

1. Responsible for the planning and paperwork in determining the placement of all of the entries in the show.
2. Responsible for overseeing the hanging/display of the entries..
3. The actual set-up of racks and the hanging of the quilts is handled by a paid third party.

JUDGING:

1. This committee works in conjunction with the Quilt Show Chairs to find a judge for the show.
2. The lead also assists the Show Chairs in determining the quilt categories, the judging criteria and judging methodology.
3. This committee designs the quilt submission forms for the member packets and the judging forms.
4. As soon as the categories and criteria are determined, the committee sends a write up for the next Newsletter issue.

5. This committee works with the Quilt Show Registration Committee to ensure all information on the form is understood.
6. The committee runs the quilt judging process, including taking care of the judge's needs, and preparing the judges' comments to be returned to the quilter at the end of the show.
7. The committee records all awards and communicates these to the Quilt Show Program Design committee.

MEMBERSHIP AND INFORMATION TABLE

29. Responsible for the design and setup of the Guild's table at the entrance to the show.
30. Coordinates with the Opportunity Quilt committee in sharing the space.
31. Answers questions for our guests.
32. Sells Guild memorabilia.
33. Maintains a cheerful and upbeat attitude.

OPPORTUNITY QUILT CONSTRUCTION

34. The Opportunity Quilt Construction lead is appointed by the Quilt Committee Chair(s) as soon as the prior Quilt Show has ended.
35. Coordinate the production of the quilt
36. Research possible designs and get input from others in the Guild.
37. Propose designs to the Board for approval.
38. After the design is approved by the Board, purchase the required fabrics.
39. Organize member volunteers to complete quilt.
40. Create the Opportunity Quilt
41. Assures completion of the quilt no later than one year prior to the show.

OPPORTUNITY QUILT TICKETS

1. Responsible for the design and printing, of the Opportunity Quilt tickets.
2. Organize the tickets that members are obligated to sell - Write each member's name on individual envelopes and insert tickets in each - Record the ticket numbers that are being disseminated to each member
3. Provide the ticket envelopes to members
 - a. Collect \$20 for each envelope provided to each member (collecting this at the time the members receive the tickets is the best policy and much easier to coordinate)
 - b. Keep good records of who has received their envelopes
4. Provide additional tickets to members as requested and keep track of the ticket numbers of the tickets provided.
5. Responsible for the selling of tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.
6. Receives and records income from the Quilt Tour committee.
7. The subcommittee reports ongoing tally of income at monthly Guild meetings.
8. Track income from the different sources to help recognize the most profitable.
9. Record all monies received and provide records and the related accounting to the Quilt Show treasurer.

OPPORTUNITY QUILT TOUR

1. Responsible for the care of the Opportunity Quilt from the time it is completed until a winner is selected.
2. Determines the venues where the quilt will be displayed and tickets sold. Solicits volunteers for the events and makes sure that they have all of the proper materials and supplies.
3. Arranges for Opportunity quilt appearances at local quilt shops (contact shops, create schedule, get the quilt there and back,
4. Answers questions about the Opportunity quilt.
5. The committee reports tour income at monthly Guild meetings.
6. When touring the Opportunity quilt,, there are 2 options for showing the quilt:
 - a. Print out the Opportunity quilt photo/sign that's available on the web site (on high-quality smooth paper or photo-quality paper) and either frame it, insert it in a Plexiglas stand, mount it on cardboard, or insert into a plastic sleeve.
 - b. Borrow the quilt itself—there is a risk every time the actual quilt is exhibited. A Quilt Show or fair would be an appropriate venue to display the quilt itself. See the following guidelines for displaying the quilt.

Exhibiting the Quilt

1. Become acquainted with the “Opportunity Quilt Display Guidelines” included in this document under “Miscellaneous Documents Section”. Included in this document are instructions for displaying the quilt
2. To receive allotments of tickets as well as the appropriate materials contact the Opportunity Quilt Ticket lead.
3. The Guild quilt rack should be used when displaying the quilt whenever possible.
4. Do not display the quilt near food or any other substance that could harm the quilt (i.e., a booth or table next to the quilt using paints—especially spray paints).
5. Do not expose the quilt to the elements (i.e. sun, rain), or display where birds could contribute their “adornments.” Prior to being hung outside, consult with the Board of directors.
6. Drape the pillowcases/shams artfully over the horizontal rail of the quilt rack, if applicable.
7. At the close of an exhibit, fold the quilt in thirds to avoid creating a permanent crease).
8. Replace all materials in the containers provided and return to Opportunity Quilt coordinator.
9. Do not leave the quilt unguarded.
10. Do not display the quilt over-night unless it is hung at an actual Quilt Show in a locked room with 24- hour paid security.
11. The quilt may not be kept overnight in a house where someone smokes
12. The quilt may not be stored in a car overnight unless the car is inside a locked garage.
13. Make sure that all who are entrusted with the quilt are also acquainted with the guidelines.
14. Ensure Small Game Chance license is renewed.
15. Arrange for exhibiting the quilt at major Quilt Shows
16. Coordinate who will be setting up and when
17. Develop a schedule and coordinate sign-ups for people at the sales table
18. Arrange for appropriate change for cash box (and account for it when income is returned) - Make sure sales people know what to do
19. Arrange for receipt of the quilt, etc. after the event

Inventory of display items

42. Quilt stand (When packing up the quilt stand after the exhibit, be sure to replace the cardboard Protectors on the spindles and replace each stand in the plastic sleeves before packing in black bag)
43. Sheet or muslin to spread on floor to protect quilt while hanging
44. Tickets (sold and unsold)
45. State raffle license (copy)—enclosed with this copy of instructions in a plastic sleeve
46. Cash box
47. Container for ticket stubs
48. Guild logo sign—framed
49. Opportunity quilt information sign—framed
50. Quilt Show flyers (or Guild flyers if Quilt Show flyers are not yet available)
51. Business cards of the person who did the long-arm quilting
52. Pens (the nice ones)
53. Drawing ticket selling tips—two copies in plastic sleeves
54. Guild table cloths (2) with logo or Guild name banner (when available)—to attach to front of table
55. This instruction sheet—in plastic sleeve

PROGRAM ADVERTISING

1. Solicit advertising for the Quilt Show Program from show vendors, Guild members and others.
2. Get contracts with advertisers. Advertising rates are set via the approved budget.
3. Work with Show Program committee to communicate requirements

PROGRAM LAYOUT:

1. Design show postcards, bookmarks, posters, show advertisements, the show program, labels for quilts to be hung in the show, the viewer’s choice ballots, and other promotional materials as requested. Find / work with a printer.
2. This committee sets the prices of advertisements in the show program, solicits advertisers, collects ads and ad revenue and lays out the program.
3. This committee is responsible for data-entry from the quilt submission forms, for proof-reading the data-entry, and for the program layout.
4. This committee works with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule.

5. This committee also stuffs the programs with the voters' choice ballots, and any other inserts on the day before the show so that the programs are ready for the admissions committee.
6. Responsible for the design and construction of the program given out to guests at the Quilt Show.
7. Works closely with all other committees to solicit information to complete the program.
8. Coordinates with the printer and sees that the programs are delivered to the show when required.

PUBLICITY (MEDIA, SIGNS, POSTERS, BOOKMARKS)

1. Responsible for all media relations connected to the Quilt Show (includes written, internet, radio, TV, etc.). This includes design and execution. May solicit additional members with specific responsibility (like someone for posters) but is responsible for setting the overall look and message. Works closely with all committees to get the information necessary to publicize our show.
2. Puts together a schedule for sending Quilt Show information in the format required for each media outlet. At the appropriate time, this committee sends information to the list, and then follows-up via telephone.
3. Design pre-show publicity post cards, posters, and other items, and works with a printer to produce items needed. This committee should work closely with the Show Program Committee so all promotional materials will have a consistent look and we won't duplicate efforts.
4. Coordinate with website manager to ensure current information is on the website about the show.
5. As needed, assist with communication to people who e-mail for information about the show.
6. Post current information on Facebook.

QUILT BAZAAR:

This is an opportunity for members to sell some of their work on hand.

1. Displays list of Show Quilts for sale and their prices.
2. Solicits quilts not in the Quilt Show that will be available for sale at the Show.
3. Maintains computer records of quilts and sales.
4. Creates a process and criteria for members to place quilts in this booth.
5. Determines the number of quilts each member may submit for sale.
6. Creates the design of the form to enter quilts into the bazaar.
7. Designs booth space and is responsible for setup of that space.
8. Staffs the booth space during the show working with customers and processing sales.
9. Places prices on those quilts in the Sale booth. Members determine the price placed on their quilt.
10. Responsible for deposits and reporting as necessary to the Quilt Show Treasurer at the end of the show.
11. 20% of sale goes to the Guild and 80% to the member.
12. Responsible for setting a process for quilters to claim quilts displayed in the booth that were not sold.

QUILT ENTRIES

1. Responsible for the design of the entry form to enter quilts into our show. Processes the forms as received and maintain accurate computer records of entries. Prepares deposits of monies received. Prepares Entry cards to be displayed with each quilt and other reports as needed for the other committees.
2. Determine schedule for quilt drop-off, and system for quilt arrival (let the volunteer coordinator know how many volunteers are needed). This committee accepts the quilts, making sure that they are labeled and sorts the quilts into show-location categories for the quilt hanging committee. This committee also organizes and manages return of quilts at the end of the show.
3. This committee runs the submission process, collecting the quilt submission forms (that were designed by the Judging Committee), making sure that all the information is filled in completely and accurately. Photos must accompany submission forms. Any missing or illegible information must be checked with the quilter.
4. Once the forms are collected, and the information verified, the submission form information is recorded in an Excel spreadsheet, and the forms are duplicated and distributed to: (1) The quilt set-up committee (quilt size calculations); (2) The quilt lay-out committee (uses the original photographs); (3) The Show Program Committee (enters the quilter and quilt description information); (4) The volunteer committee (to line-up volunteers); (5) The Guild website.

RAYS OF SUNSHINE.

56. Assists the Rays of Sunshine with the selection of quilts to be displayed and
57. Responsible for the décor, setup, and takedown of the booth space.

58. Picks up gifts, flowers, etc. when appropriate.

RECEIVING QUILTS

1. Accepts the quilts, making sure that they are labeled.
2. Sorts the quilts into show-location categories for the quilt hanging committee. All quilts should be folded with front side toward the inside and labels and tags visible for easy identification.
3. Responsible for the delivery of the entries to the Quilt Show.
4. Works with the venue availability to determine schedule for quilt drop-off if necessary,
5. Create a system for quilt arrival.
6. Inform the volunteer coordinator of staffing needs.
7. Verifies that all entries are in good condition when received, are checked off our lists, tagged for hanging, and stored.

RETURNING QUILTS:

59. Responsible for the coordination of returning the entries to the entrants at the end of the show.
60. Responsible for collecting the entries as they are taken down and bringing them to a central location for claiming.
61. Tables are to be lined up along the side of room. They are to be covered with clean sheets and quilts are to be taken down in order and set on tables.
62. Quilts should be folded with the design side inside. Label and tags should be visible for easy identification by those handing them out to quilters.

RIBBONS, AWARDS, AND LABELS

1. This committee works with the Judging committee to determine what ribbons will be given for the various show awards
2. After the quilts are hung, labels are attached to the quilts). Accuracy of labeling is a primary concern.

SCRIBES:

1. Works in conjunction with the Judging committee to prepare a judging form.
2. Attend the judging and write down everything the judge says exactly as said.

Setup of Racks:

1. This is currently being handled by the venue or a paid third Party
2. Responsible for the renting of a truck, loading all items from our storage unit onto the truck, and for unloading and setup of all items at the show.
3. Will work with Hanging to determine the location of the quilt racks.
4. Responsible for unloading items in truck back into storage unit after the Quilt Show.

SILENT AUCTION (MINIATURES) AND MAN CAVE:

1. Integrate the Silent Auction with items of interest to men.
2. Encourage members to contribute items for this sale.
3. Set a minimum value on items accepted.
4. Plan an attractively decorated area.
5. Work with indoor signage committee for signage.
6. Responsible for display of items for auction.
7. Maintain a record of items submitted for auction, recording of bids, accounting of all auction monies, safe return of all unsold items, distribution of items to winning bidders and submission to treasurer a list of members' items sold and amount of payment due.

SIGNAGE (INDOOR):

1. Good signage is needed for Boutiques, Silent Auction, quilt labels, and other indoor directions.

SIGNAGE (OUTDOOR):

1. Good signage is needed for Parking, Directional signs, and Handicap Access.

SIT 'N' SEW:

1. Come prepared to do hand work, examples: appliqué, binding, quilting, embroidery, embellishments, etc. Bring your own projects with notions and tools, including special lighting if needed.

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2. Volunteer Coordinator: Staffing
3. Responsible for the recruitment of volunteers necessary to man the entire show. Responsible for scheduling of all show volunteers.

TAKE DOWN:

1. Currently handled by the venue or a third party
2. Oversees the take down of the quilts after the show ends in a manner set by Returning Quilts Committee.
3. Takes down all Guild equipment and supplies and packs for storage.
4. Washes any sheets, drapes, etc. that need laundering.

VENDORS

1. Responsible for contacting suitable vendors for the Merchants mall, arrangement of the vendors' floor plan, receive rental fees, ensure that the vendors' requirements are met during the show.
2. Responsible for soliciting vendors, communicating with them in the months prior to show (in writing, by phone, and by email), and establishing which booth spaces they will occupy.
3. New in 2018, Sales tax will be added to all vendor bills.
4. Supports vendors during the setup and show. Helps arrange for a Pot Luck lunch on set-up day of the Quilt Show.
5. Maintains a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show.
6. Keep track of all extras needed by vendors and charge accordingly.
7. Submit itemized income report to chairman at final show meeting.
8. Keep a Journal of all activities encounter by this position with suggestions for improvement for our next show.

VISITOR'S CHOICE AWARD

1. Responsible for conducting the voting by visitors for their choice of Best Representation of Show Theme.
2. Designs and constructs ribbons for displaying on the winning entries.
3. May work in conjunction with Ribbon Committee to purchase commercial ribbons..

VOLUNTEER STAFFING

1. Creates a work schedule for all areas for the week.
2. Posts schedule in the break room and at the volunteer sign-in desk.
3. Staffs the sign in desk.

WHITE GLOVES

Move throughout the quilts, answering questions, displaying quilt backs if needed; discourage attendees from touching quilts.