

2024 Timeline

	Immediately After the Show	Projected	Done	Result
x	Secure a Venue	April	July	Charlotte Harbor
x	Set Dates for next show	April	June	March 4th - 9th, 2024
x	Pick Theme for Show	April	August	It's a Block Party!
x	Identify committees & org chart	April	June	Org chart created
x	Choose a Raffle Quilt Coordinator	April	September	Robin, Betty, Joyce
x	Send deposit for venue	May	July	Sent July 20, 2022
x	Select a Quilt Show Secretary	May	September	Danielle Hartmann
x	Select a Quilt Show Treasurer	May	July	Kathy D'Angelo
	Within the next 3-6 months			
x	Create a budget	July	July	Approved at Sept. Board
x	Create Committee Job Descript.	July	August	In manual
	Select all Committee Leads	June		Still need a few
x	Arrange promo photo of quilt	November	January	
	Hold Kick off meeting with leads	July		
	Contract with a quilt judge	July		
x	Create logo for the show	July	September	Sent to Publicity
	Boutique committee prepares kits	October	January	Fun Day Factory
	Sign-up committee volunteers	July		
	Get job info to all committee leads	October		
	Early 2023			
	Print Raffle tickets	January	January	Joyce Grande
	Start distributing tickets to members	January		
	Send out vendor invites	January		
	Meet with Registration & Judging chairs to set categories & rules	January		
	Mid 2023			
	Publish rules and categories in newsletter & website	May		
	Report at monthly meetings on items needed	All		
	Registration forms printed and ready	July		
	Deadline for registration - 6 mo. Prior	October		
	Late 2023			
	Order Ribbons			
	Early 2024			
	Provide Room & Hall set up to CHEC			

	Add CHEC as additional Insured			
	Verify Solicitation of Contribution form is up to date.			
	After the Show			
	Schedule the venue for the next show			
	Set dates for the Next Show			
	Receive Actual Expense Report			