



QUILT SHOW PROJECT GUIDE

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SUMMARY

The Quilt Show Committee consists of the Chair(s), the Treasurer, the Secretary or Apprentice and the Guild President.

Pre-show meetings consist of the Quilt Show Committee and the designated Leads and are held as needed throughout the two years.

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Overview

Purpose of the Manual

The purpose of this manual is to provide those organizing the show the necessary information and forms all in one place. Information has been gathered from the Guild Policies & Procedures manual and prior chairs and leads.

The Quilt Show Committee

The Quilt Show Committee is comprised of the Chair and/or Chairs, the Quilt show Secretary or Apprentice, the Quilt Show Treasurer and the Guild President. The Quilt Show Chairs will decide on the show organization and which of the committees described herein are needed. Any team may have more than one lead.

Quilt Show Admission

All Guild members are strongly encouraged to donate several hours during show week to the success of the Quilt Show. The Guild will accept a donation of time to assist with quilt judging, Quilt Show set-up or work during the actual show, in lieu of the Quilt Show admission donation.

Job Responsibilities

Admissions Team Leader

Role Description

Establish and manage Quilt Show entry process for all show guests, guild members and show support members. Even though in one place, this is a fairly physically demanding job.

Timeframe

Approximately 6 months prior to the show through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Attend Pre-Show meetings as requested.
- Encourage Guild members to join the team.
- Set team member meetings as needed.
- Work with the quilt Show Treasurer to understand admissions cash handling procedure.
- Ensure that team members are able to handle money, and that they have good people skills.
- Work with Staffing Lead to ensure coverage for all show hours
- Retrieve Admissions container from storage and check for needed supplies – pens/pencils.
- Submit financial requests to the Quilt Show chair.
- Review available signage and refresh, update or create as needed.
- 1 month prior to the show Inform Layout Lead of needed tables and chairs. Enough to accommodate Admissions, Package Check-in and Chairs work area. View sample in the Layout Section

During the Show

- Bring any issues to the immediate attention of the Quilt Show Chair and Quilt Show Treasurer.
- Assist the Printing Lead by stuffing “Winners List” in program on Thursday.
- Assist the Ribbons & Awards Lead by stuffing “Viewer’s Choice” in programs.
- Place a readily visible recycle bin near the exit to collect and recycle programs.
- Place signs as needed. Make sure signs are complete and correct.
- Set up the Guild computer and printer for use by Admissions and Chairs.
- Greet show guests when they arrive
- Provide Programs to show guests
- Take guest admission donations
- Provide oversight and security for the admission donations per procedures established by the Quilt Show Treasurer until they are turned over to the treasurer.
- Check the recycle bin regularly and “refresh” the supply of Programs from it.
- Remind guests to take “selfie” for readmission on the 2nd day.

- Assist any guest who would like a selfie but may not have the ability by taking the photo for them and providing them with a hard copy
- 3:30 on Saturday, return supplies to supply box and note anything that needs replenished.
- At the close of the show, count the Viewer's Choice ballots in conjunction with Ribbons & Awards Lead.

After the Show

- Attend Post Show Review Meeting.
- Document what worked well as well as opportunities for improvements.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Cash box supplied by Cash Control
- Guild computer, printer and paper
- Programs
- Signage:
 - Welcome sign
 - Admission \$10 donation,
 - We accept cash, check or charge.
 - Take a selfie for free re-entry today or free admission tomorrow. Ask for assistance if needed.

Angel Members Lead

Description

The Angel Members Lead is responsible for the display of quilts of members who have passed away since the last Quilt Show.

Timeframe

This lead works with membership throughout the two years following the last show through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Attend pre-show meetings as requested.
- Work with membership to identify Angels and keep a list.
- Engage friends of the Angels to assist.
- Set meetings as necessary.
- Retrieve Angel Members container from storage and check for needed supplies.
- Write articles depicting the quilters' interests and accomplishments
- Provide list of Angel Members to Printing Lead
- Obtain the angel member materials from family members.

During the Show

- Set up the exhibit on Quilt Show Set Up Day
- Retrieve signage to appropriately identify the exhibit.
- Create, update or refresh signage as needed.
- Ensure the angel member quilts are supervised appropriately
- Take down the Angel Member exhibit and return materials to family members and/or the Angel bin.

After the Show

- Attend Post Show Review Meeting.
- Document what worked well, as well as opportunities for improvements.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Fabric sign – get this from Indoor Signage Lead and return there
- Photo frames – these are in storage

Appraiser Lead

Description

The Appraiser Lead is responsible to provide oversight for all activities related to quilt appraisal for the Quilt Show.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Identify qualified appraisers, engage appraiser with approval of Quilt Show Chair.
- Identify space and amenity requirements (electricity, tables, chairs, etc.) for the appraiser and work with Layout Lead to ensure those needs are met.
- Work with the appraiser to establish the appraisal process, communicate the process prior to and during the show.
- Ensure necessary signage is provided for the appraiser area.
- Provide Printer Lead with accurate Appraiser information for the Program.

During the Show

- Serve as liaison for appraiser and Quilt Show Leads to ensure positive experience for appraiser and show guests.
- Work to resolve any issues related to the appraisal process.

After the Show

- Attend Post Show Review Meeting.
- Document what worked well, as well as opportunities for improvements.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Basket Raffle

Role Description

The Raffle Baskets Team is responsible for oversight of all acquisition, arrangement, storage, management, delivery, set up and sales activities of Raffle Baskets.

Timeframe

Beginning one year prior to Quilt Show through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Attend Pre-show meetings as requested.
- During planning phases, determine major milestones and establish target dates for completion for Raffle Basket activities.
- Determine and engage the number of committee members needed.
- Determine storage requirements and ensure storage is obtained.
- Set meetings for your own committees as necessary.
- Work with the Staffing Lead to ensure sales table coverage for all show hours.
- Submit financial requests to the Quilt Show Treasurer for payment.
- Starting about 18 months before the show, solicit basket items.
- Develop desired themes for the baskets.
- Request basket and basket content donations from members.
- Identify intake spot and have labeled bins at the Guild meetings and Fun Days.
- Develop contact list of local vendors that may contribute.
- Contact vendors, business and individuals for donations.
- As donations are promised, ensure follow-up, collect the items, maintain a list of prizes and donors and send written thank you's to donors.
- Oversee organization, packaging and decoration of baskets.
- Process materials as they are obtained, as applicable
- Communicate Raffle Basket Committee needs and accomplishments to the Guild at the monthly meetings.
- Identify Raffle Basket space requirements at the Show and design layout in coordination with the Layout Lead.
- Set ticket price in conjunction with the Quilt Show committee.
- Retrieve Baskets from storage and check for needed supplies.
- Assure you have sufficient signage and work with Interior Sign Lead if others are needed.
- Make arrangements to sort, fill and decorate the baskets for the drawing.
- Create a list of items in each basket for posting near it.
- Arrange for storage of completed baskets and transportation to the show.

During the Show

- Provide oversight of activities related to Raffle Basket including ticket sales and sales tracking.
- Provide guidance to Raffle Basket staff members and assist in issue resolution as needed.

- Ensure Raffle Basket area is appropriately staffed during the show to ensure security and effective working area for customers and processing sales.
- Coordinate with Facility Coordinator and/or Quilt Show Chair to announce or display winners at end of show.
- Follow the cash control routines as provided by the Treasurer.
- Provide oversight of the process for the claiming of Raffle Baskets at the end of the show.
- Set a time for ticket sales cut off and winners drawing.
- Arrange for any baskets not picked up to be brought to the next Guild meeting.
- Report final sales to Chair and Treasurer.

After the Show

- Attend Post Show Review Meeting.
- Document what worked well as well as opportunities for improvements.
- Submit any final financial reimbursement requests to the Quilt Show Treasurer for payment.

Supplies Needed:

- 25-40 baskets (Income is not based on number of baskets, but rather on price per chance.)
- The same number of Ivy bowls to place in front of the baskets to hold the tickets.
- The same number of small photo frames to hold list of basket contents.
- Signage:
 - Raffle baskets
 - Ticket price
- Tickets for drawing
- Cellophane to wrap the baskets
- Ribbon to tie the baskets
- Sheets to record Names, ticket numbers and contact info
- Cash box supplied by cash control

Bazaar Lead

Description

The Bazaar Lead is responsible for managing the Bazaar – setting it up, selling items, collecting money and tracking sales. This is basically a service to our members and includes Show Quilts that are offered for sale.

Timeframe

From Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Engage members for your committee.
- In conjunction with the Quilt Show committee set guidelines: size, number, etc.
- Promote the Bazaar to the membership.
- Update registration form to reflect current guidelines and set deadlines.
- Create a process for members to drop off and later reclaim their unsold quilts.
- Inform Staffing Lead of staffing needs for sales and to control inventory loss.
- Create a suggested layout for the area including tables and hanging rods and provide to Layout Lead.
- Work with Registration to create a list of the Show Quilts that are for sale.
- Place price tags on the quilts for sale. Member owner determines the price.
- Design a sheet to be used at check out to record Maker, Price, etc.
- Create a process to return unsold items to members.

During the Show

- Responsible for collecting money for all Bazaar and Quilt Show sales during the show
- Ensure that cash control policies are followed and monitor the security of the cash and quilts.
- Ensures that a sign stating that sales tax is **not** Included is posted at the Bazaar checkout.

After the Show

- Attend Post Show Review Meeting.
- Document what worked, as well as opportunities for improvements.
- Submit itemized Bazaar income report to Quilt Show Treasurer at final show meeting.
- Submit any final financial reimbursement requests for the Bazaar to the Quilt Show Treasurer for payment.

Supplies Needed:

- Cash box and square from Treasurer
- Sheets for recording Sales made and price.
- Hangers
- Signage:
 - Bazaar

- Bazaar checkout
- Sales tax is not included in price
- We accept Cash, checks, charge cards and Zelle

Boutique Lead

Description

The Boutique Chair is responsible for general oversight and administration of all Boutique activities including cashiering.

Timeframe

Beginning shortly after the prior show and through current show to Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for all Boutique activities.
- Engage the number of committee members needed.
- Attend Pre-show meetings as requested.
- Set meetings for committee members as necessary.
- Work with the Staffing Committee Lead to ensure coverage for all show hours. Designate different sign-up sheets for Cashiers and sales floor personnel.
- Provide periodic articles to the Guild newsletter describing collections and needs of the committee.
- Design specifications for Boutique sale items
- Present ideas for boutique items to members, encourage them to start making things early.
- Communicate Boutique needs and accomplishments to the Guild at the monthly meetings.
- Identify Boutique space requirements and design a layout. Present layout request to the Layout Lead.
- Maintain a written record of items collected for inventory control.
- Demonstrate various Boutique projects at Fun Day and offer instructions and/or kits for making those projects.
- Set up a “Fun Day Factory” schedule of projects and presenters.
- Set up a “Boutique Pricing” day.
- Make arrangements to transport Boutique items from storage to the Show.
- Request appropriate signage from Signage Lead.

During the Show

- Provide oversight of all Boutique activities including selling items, collecting money and tracking sales by member.
- Provide guidance to Boutique Committee and assist in issue resolution as needed.
- Ensure Boutique is appropriately staffed during the show to ensure effective working with customers and processing sales.
- Responsible for collecting money for all Boutique sales during the show
- Ensure that cash control policies are followed and monitor the security of the cash and the marketplace staff during the show.
- Ensures that a sign stating that sales tax is Included is posted at the Boutique checkout.

- At the close of the show, take quilts not sold that meet the Community Service guidelines to a meeting and donate them to Community Service.
- Place other saleable unsold items in plastic tubs marked “Boutique”.
- Discard unsaleable items.

After the Show

- Attend Post Show Review Meeting.
- Provide information as to what worked as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed:

- Cash boxes and Squares provided by the Quilt Show Treasurer
- Bins containing the display fixtures
- Signage:
 - Boutique
 - Price includes sales tax
 - We accept cash, charge or Zelle

Chair(s)

Role Description

The Quilt Show Chair(s) provides support and general oversight to all quilt show committees and sub-committees. The Quilt Show Chairs are accountable to the SWFQG Board.

Timeframe

At the beginning of the two-year period leading to the show, during the show, and through the completion of the post show debriefing meeting. Preferably the Chair(s) will be identified prior to the previous Quilt Show so that they may shadow the Chair(s) for that show.

Primary Responsibilities

Before and During the Show

- Be familiar with all aspects of planning and conducting the quilt show; utilizing previous SWFQG documentation.
- Set budget after reviewing prior show financials. Present budget to SWFQG board for approval. The Quilt Show Committee will be provided \$5000 seed money for required upfront expenditures. Expenditures above the approved budget must be approved by the Board of Directors.
- Develop and manage the overall show timeline.
- Select a theme and create a logo.
- Identify required committees and engage Leads for each committee
- Identify committee structure and adjust roles as necessary.
- Update the Manual and provide information to each Committee Lead which includes descriptions of roles and responsibilities, Committee budget, overall timeline, budget sheet, expense tracking forms and documentation of any required procedures.
- Encourage Leads to identify and report improvement opportunities, to identify and document best practices and areas where improvement is needed; ensure these are documented.
- Conduct Committee Lead kick off meeting as well as periodic progress meetings.
- Maintain copies of all correspondence.
- Ensure adherence to show budget.
- Attend all show meetings and SWFQG Board meetings as necessary. If unable to attend, ensure a delegate is provided.
- Provide high level guidance and support as needed to ensure timely execution of required activities.
- Assist Leads as appropriate with problem solving.
- Assist in resolution of cross committee issues as necessary.
- Assure that all key activities are covered in order to achieve quilt show success and to mitigate potential problems
- Provide monthly reports and provide updates to guild members at business meetings, in the monthly newsletter through the web master as appropriate.
- Attend take in, set up, judging and both show days.

After the Show

- Prepare and present post-show summary report including lessons learned. Share with Board and Leads and ensure the information is archived for future use. Submit the report to the Board. Make any necessary changes to existing show documentation.
- Conduct a post-show review meeting
- Work with Quilt Show Treasurer to ensure all financial activities are finalized
- Ensure the accounting of all income and expenses is completed by the Treasurer
- Identify exact date & reserve facility for the next Quilt Show. (Two years in advance)
- Identify dates for next quilt show, with Board approval.
- Negotiate show date with managers of location site.

Supplies Needed

- This Manual

Challenge

Description

The Challenge Committee is responsible for all aspects of the design and implementation of the Guild Challenge for the Quilt Show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Develop the Guild Challenge theme and rules and get Quilt Show Chair approval.
- Prepare a summary of Challenge rules and make copies available at meetings, in the newsletter, and on the web site.
- Prepare Instructions on how to submit an entry and announce at meetings and in the newsletter.
- Serve as arbiter when questions arise regarding the rules.
- Promote interest with periodic announcements at meetings and in the newsletter.
- Develop and maintain registration process and form to track the number of Challenge quilts that will be submitted.
- Coordinate voting process including ballot prep. Remind voters to draw a line under a 6 or a 9.
- Create ribbons or coordinate with Ribbon Lead to provide ribbons and ensure their readiness.
- Coordinate with Layout Lead to establish space requirements for the Quilt Show.
- Establish a process to transport these to the show. Quilt layout will handle the hanging.
- Ensure good signage is provided for the Quilt Challenge; work with the Signage Committee Lead.
- Forward Challenge information to Program Lead.

During the Show

- Assure that all Challenge quilts displayed in their designated display area.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Community Service

Description

The Community Service chair is responsible for the design, setup and oversight of the SWFQG community service table.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Ensure appropriate materials are available for display.
- Ensure all recipients are represented.
- Have materials about donations and community service projects.

During the Show

- Design and set up the Community Service table at the location designated by the Layout Lead.
- Supervise table volunteers who are answering questions for our guests; ensure that SWFQG is well represented and promoted
- Table does not have to be constantly manned.
- Encourage staffing to maintain a cheerful and upbeat attitude.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Education

Description

The Education VP is responsible for the design, setup and oversight of the SWFQG education table.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Ensure appropriate class materials are available for display.
- Have materials about past classes with finished product examples.

During the Show

- Design and set up the Education table at the location designated by the Layout Lead.
- Supervise table volunteers who are answering questions for our guests; ensure that SWFQG is well represented and promoted
- Encourage staffing to maintain a cheerful and upbeat attitude.
- Education does not have to be constantly manned.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Facilities Coordinator

Description

This is generally a Chair who is responsible for interactions between quilt show teams and the facility staff of the site chosen for the quilt show. Includes the responsibility to plan and ensure execution of the floor plan for the Quilt Show exhibit areas, including Guild quilt display booths, vendor spaces, and any additional spaces required.

Timeframe

Beginning immediately following the Show through next Show Review Meeting.

Primary Responsibilities

Before the Show

- Work with venue to specify requirements for space, AV support, Security, maintenance, etc.
- Work with Leads and Quilt Show Chairs to understand space requirements and communicate the to the facility staff.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Plan the floor layout of the display booths and the vendor booths, also any additional space as needed. Coordinate closely with other Leads to understand and accommodate their requirements for layout, including tables and/or other special equipment.
- Support the Hanging Lead during the hanging process to answer questions and/or resolve issues related to hanging.

During the Show

- Serve as liaison with facility staff and committees for any issues that arise
- Make final adjustments to layout plan.
- Responsible for overseeing all activities in the building during the setup and show days of the Quilt Show.

After the Show

- Provide input (report); document what worked well as well as opportunities for improvements.
- Work with Treasurer and facility staff to ensure charges are correct.
- Submit any outstanding expense items from the facility to the Treasurer.

Hanging the Show Lead

Role Description

The Hanging Lead provides oversight for all activities related to the hanging of the SWFQG show quilts.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Identify the number of committee members required.
- Attend Pre-show meetings as requested.
- Set meetings for your committee as necessary.
- Provide regular reports to the Quilt Show Chair.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Work closely with Staffing Lead to ensure that sufficient resources are available to position the quilts on the exhibit floor.

During the Show (Set Up Day)

- Responsible for the planning and paperwork in determining the placement of all of the entries in the show.
- Ensure quilts are distributed to the correct position on the exhibit floor.
- Work with Layout Lead to assure sufficient booths are constructed.
- Oversee preparation of plastic chain and S hooks for hanging.
- Oversee preparation of quilts for hanging
- Supervise hanging to ensure all quilts are hung according to plan. At Charlotte Harbor, their staff does the actual hanging of the quilts.
- Transfer quilts from the holding area to the appropriate exhibit area, utilizing the master layout. This will facilitate hanging once the hanging team arrives.
- Coordinate with Judging Lead to ensure award winning quilts are pulled from the general layout and moved to appropriate award winners' layout position.
- Ensure identification labels (tags) on backs of quilts are out of sight of viewers once the quilts are hung.
- Ensure that long quilts touching the floor are positioned directly under the hanging pole such that they are not a hazard to viewers.
- Ensure the correct labels/signage are placed with each quilt and quilt booth.
- Once hanging is complete review the entire exhibit to ensure that everything is orderly and visually appealing.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Interior Signage

Role Description

The Interior Signage Lead is responsible for all interior signage for the Quilt Show.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, establish target dates for completion.
- Engage the number of members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Identify signage requirements for interior show spaces, including requests from other leads.
- Work with Printer Lead as necessary to develop signage.

During the Show (End of Show)

- Ensure that interior signs are collected and returned to Storage for reuse
- Be prepared to create on-the-fly 8 ½" x 11" printer-made signs during the Show.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Judging Lead

Role Description

The Judging Lead is responsible to oversee all phases of the judging process for the Quilt Show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Establish target dates for contracting judge.
- Attend Pre-show meetings as requested.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Identify candidate Quilt Show judges and contract with the chosen judge, after obtaining Quilt Show Core Committee approval.
- Determine quilt categories, judging criteria and judging methodology in conjunction with Registration Lead, Guild President and Show Chair.
- Work with the Registration Lead, Guild President and Show Chair to ensure all information on the quilt submission form is understood.
- As soon as the categories and criteria are determined, send an article to the Newsletter.
- Design the judging forms to be used by Scribes.
- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Provide appropriate training and/or instruction to Staffing Lead for positions of:
- Fanner, Runner, Step-in, Label remover

During the Show (Judging Days)

- Run the quilt judging process, including taking care of the judge's needs if judge attends Show.
- Prepare judge's comments for return to the quilter at the end of the show.
- Record all awards and communicate these to the Program Committee Lead, Ribbon Committee Lead and Layout Committee Lead by the end of judging.
- Coordinate with Ribbon Lead to ensure correctness in awards. Verify correct name and award is listed.
- Coordinate with Layout Committee Lead to ensure correct positioning of quilts "Best of" quilts need to be removed from the category layout and placed in the layout for "Best of" award winning quilts.
- Develop and oversee process for 'holding' quilts during judging and for ensuring communication to the scribes of quilts retained and/or released.
- At the end of judging, place materials used exclusively for judging in the bin marked "Judging and make arrangements for it to be returned to storage.

After the Show

- Attend Post Show Review Meeting.

- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed:

Limited Editions

Role Description

The Silent Auction Lead is responsible for oversight of all acquisition, arrangement, storage, management, delivery, set up and sales activities of all Silent Auction items.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for Limited Edition activities. For example identify potential contributors, categories of items to request, etc.
- Determine the number of committee members needed for pre-show and show activities.
- Determine storage requirements and ensure storage is obtained.
- Engage members for your committee.
- Attend Pre-show meetings as requested.
- Set meetings for your own committees as necessary.
- Provide regular reports to the Quilt Show Chair.
- Work with the Staffing Lead to ensure coverage for all show hours for your area.
- Submit financial requests to the Quilt Show Treasurer for payment.
- Starting about 18 months before the show, solicit items
- Identify intake process and location as applicable, and have bins at the Guild meetings and Fun Days.
- Develop contact list of local vendors that may contribute.
- Contact vendors and individuals for donations.
- As donations are promised, ensure follow-up, collect the items, maintain a list of donors and send written thank you's to donors.
- Process materials as they are obtained, as applicable.
- Communicate needs, goals and accomplishments to the guild at the monthly meetings.
- Encourage guild members to make contributions.
- Identify space requirements and design layout in coordination with the Layout Lead.
- Maintain a written (computer) record of all items donated for inventory control.
- Check out can be through the Boutique cashier but establish a method of differentiating purchases so success can be judged.

During the Show

- Ensure good signage is created for the Limited Editions area of the Quilt Show.
- Responsible for setup and display of items for sale.
- Provide oversight of activities including money collection and sales tracking.
- Provide guidance to staff members and assist in issue resolution as needed.
- Ensure area is appropriately staffed during the show to ensure effective working with customers and processing sales.

- Follow the Cash Control systems set up by the Treasurer.
- At the close of the show, items that meet Community service guidelines should be taken to a meeting and donated.
- Other items that are in good condition that did not sell, should be placed in a bin labeled Limited Editions and arrangements made to return them to storage.

After the Show

- Submit an itemized list of items sold.
- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Media Lead

Role Description

The Media Lead ensures widespread, effective and timely communication of the Quilt Show, overseeing advertising and promotional activities for the show. This includes print and non-print media.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Identify the number of committee members required for pre-show and show activities.
- Engage members for your committee.
- Put together a list of local print and non-print media outlets.
- Develop and maintain the schedule for sending Quilt Show information in the format required for each media outlet.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary
- Works closely with all Leads and Chairs to get the information necessary to publicize the show.
- Florida Register has a long lead time.
- Sends information to the media contact list.
- The Media Lead should work closely with the Printing Lead so that all promotional materials will have a consistent look and to avoid duplication of efforts.

During the Show

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Membership Table

Description

The Membership Committee is responsible for the design, setup and oversight of the SWFQG membership table.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Ensure appropriate Guild materials are available for display and hand out, including membership application, business cards
- Work with Education VP to have materials about past classes with finished product examples.

During the Show

- Design and set up the SWFQG table at the location designated by the Layout Lead.
- Supervises table volunteers answering questions for our guests; ensure that SWFQG is well represented and promoted
- Sells Guild memorabilia
- Encourage membership staffing to maintain a cheerful and upbeat attitude.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.

Opportunity Quilt Development Lead

Role Description

Oversees the design and development of SWFQG Quilt Show Opportunity Quilt.

Timeframe

The Opportunity Quilt Development Lead is appointed by the President as soon as the prior Quilt Show has ended. Quilt should be completed no later than 15 months prior to the upcoming show date. Participates in Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Research and identify proposed quilt design; get Board approval. If appropriate, ensure that the design reflects the show theme based on Board/member input.
- Identify costs for materials required; get Board approval for expenditures.
- After Board approval, obtain required materials (purchased or donated), staying within approved budget.
- Create work schedule for all interested members to participate in developing the quilt.
- Provide periodic communications about the quilt including information about scheduled work sessions and reports on quilt progress.
- Prepare kits for workers as appropriate.
- Prepare quilt fact sheet.
- Engage quilter
- Engage photographer for bookmarks
- Provide label requirement to label maker if appropriate.
- Ensure completion of the quilt no later than November one year prior to the show.
- Turn completed quilt over to Opportunity Quilt Tour Lead.
- Obtain a written appraisal of the quilt value.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.

During the Show

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After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.

Opportunity Quilt Raffle Lead

Role Description

Oversees the distribution, sales and tracking of all tickets for the SWFQG Quilt Show Opportunity Quilt.

Timeframe

From completion of the Opportunity Quilt through the Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify and engage the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Oversee the printing, sale, distribution and accounting of all Opportunity Quilt tickets in compliance with all applicable state/federal laws governing raffles. For sales tax purposes, the following must be printed on the tickets:
 - The word Donation,
 - The Registration number and
 - The official paragraph printed in CAPS
- Make sure that all printed communications (flyers, bookmarks, Opportunity Quilt tickets) that include a price on them have the word “Donation” on them to avoid paying sales tax.
- Responsible for the design, printing, and distribution to the membership of the Opportunity Quilt tickets.
- Responsible to distribute and collect Opportunity Quilt tickets and money
- Provide an allotment of tickets to the Quilt Tour Lead.
- Responsible to track ticket income and Guild participation, audit ticket sales and ticket return reports after each showing and turn sales proceeds over to the Quilt Show Treasurer.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Provide report of income to date from ticket sales at monthly Guild meetings

During the Show

- Responsible for the selling of tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.
- Responsible for ensuring staffing for ticket sales during the show; in coordination with the Staffing Lead.
- Conduct Drawing at close of show and notify winner.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.

- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Opportunity Quilt Tour Lead

Role Description

Responsible for the Opportunity Quilt from the time it is completed until a winner is selected.

Timeframe

As early as possible in the 2-year cycle leading up to the quilt show. Quilt should be completed no later than 14 months prior to the upcoming show date. Participates in Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Be familiar with and ensure adherence to the guidelines for showing the quilt as detailed in the SWFQG Operating Policies & Procedures manual under the Opportunity Quilt Coordinator job description, and in the “Opportunity Quilt Display Guidelines” document under the “Miscellaneous” section of the manual.
- Retrieve the completed quilt from the Quilt Development Lead
- Determine the venues where the quilt will be displayed and tickets sold. Encourage guild members to identify new showing venues and to communicate them to you.
- Arrange for Opportunity quilt appearances at local quilt shops (contact shops, create schedule, get the quilt there and back)
- Distribute bookmarks and posters to shops and venues.
- Develop and maintain a calendar of all showing events.
- Contact the Opportunity Quilt Ticket and Sales Lead prior to each showing to ensure alignment of your activities with the ticket and sales activities and materials. Provide estimates of the number of tickets that may be required for that venue if possible.
- Engage volunteers for the each showing event and ensure that they have all of the proper materials and supplies required.
- Ensure that all volunteers receive instruction (written guidelines) for how the quilt is to be handled and displayed at each showing; ensure that they understand and agree to adhere to the guidelines.
- Ensure that volunteers have the FAQ sheet about the Opportunity quilt and that they are prepared to answer questions about the quilt.
- Work closely with the Opportunity Quilt Tickets and Sales Lead to ensure this Lead knows the schedule for all showings. Provide list of volunteers to the Ticket and Sales Lead so that they can ensure volunteers understand how to sell tickets and to track sales.
- Maintain a Tour supply box containing table signage, Guild information, Show information, etc.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary. Please include the Chair that is providing support to your committee.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.

During the Show

- Oversee the hanging of the Opportunity Quilt during Quilt Show setup.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Quilt
- Rack
- Cash Box
- Bookmarks
- Tickets

Outdoor Signage & Parking Lead

Role Description

The Outdoor Signage Lead handles set up and display of outdoor signage and oversees parking facilities.

Timeframe

Primary Responsibilities

Before the Show

- Retrieve the Outdoor Signage from storage.
- Update and refresh any that can be reused.
- Work with Printing Lead to order any that need to be added or replaced.

During the Show (Early morning job prior to doors opening)

- Place the signs where allowed around the property.
- Ensure committee has all necessary materials to post signs.
- Develop schedule for posting exterior signs (bandit signs, banners, road signs, etc.
- Set up the sandwich board announcing “Quilt Show Today”
- Work with venue to discourage parking by anyone not attending the show.
- At the end of the show, take outdoor signs down and arrange for return to storage.

After the Show

- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Sandwich Board
- Bandit Signs

Package Check Lead

Role Description

Works in conjunction with the Admissions Lead

Timeframe

Beginning with Quilt Show through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Engage members for your committee.
- Set meetings for your own committee as necessary.
- Review signage needed for the package check and refresh if needed.
- Create a process for taking in guests' packages and safely storing them.

During the Show

- Stuff 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.
- Provide suitable location and security for storage of staff personal belongings during their work shifts.
- Serve as Info Desk during Show for guests and staff.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed

- Package Check Form
- Signage
 - Check Packages here
 - Packages must be picked up by _____

Printing Lead

Role Description

Responsible to plan and execute development and design of the bookmarks & fliers. Provides narrative content for the Program.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Attend Pre-show meetings as requested.
- Arrange for photo of completed Opportunity Quilt to be used in printed materials.
- Contact Chair for logo, show date, admission price, times, venue and other information
- Design show postcards, bookmarks, posters, show advertisements, show program labels viewer's choice ballots and other promotional materials as requested.
- Work with Quilt Tour and Media to decide the number of bookmarks and fliers needed.
- Find/work with a printer.
- Make sure all printed materials include the required Donation wording.
- Work with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule.
- Works closely with all other committees to solicit information to update the program content.
- Sends the updated narrative content to the Program Designer for insertion within a time frame that will avoid Rush charges.
- Coordinates with the printer and sees that the programs are delivered to the show when required.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show

- Ensure programs are distributed to the Admissions Committee.
- Provide programs to the Vendor Lead for distribution to vendors.
- Provide programs to the Program Ads Lead for distribution to advertisers.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.

Submit any final financial requests to the Quilt Show Treasurer for payment.

Program Ad Sales Lead

Role Description

Responsible to solicit advertising for the quilt Show Program from show vendors, Guild members and others.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Attend Pre-show meetings as requested.
- Set the prices of advertisements in the show program.
- Work with the show program designer to inform on the number and size of ads sold.
- Send all ad copy to Program Designer
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show

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After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Program Design

Role Description

Responsible to plan and execute development and design of the program book for the Quilt Show.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Attend Pre-show meetings as requested.
- This Lead designs and lays out the program.
- Receives ad content from Program Ad Lead
- Receives narrative content from Printing Lead
- Receives Quilt content from Registration Lead
- Send draft program to Program Ad Lead, Registration Lead, Printing Lead and Chair for proofing.
- Email approved files to printer.

During the Show

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After the Show

- Provide input (report); document what worked well as well as opportunities for improvements.

Ray of Sunshine

Role Description

An optional booth where the Rays of Sunshine take care of set up and display in their booth.

Timeframe

Primary Responsibilities

Before the Show

- In Oct/Nov the Guild determines which member will be selected as Ray of Sunshine.
- Work with Printing Lead to include in the Program Ray of Sunshine information for both members selected as Rays of Sunshine since the last show.

During the Show

- At the end of the show, take display down and return members' items to them. Pack any Guild property in the Ray of Sunshine bin.

After the Show

- Make arrangements to return Guild property to storage.

Registration Lead

Role Description

The Registration Committee Lead provides oversight of the entire quilt registration process for the submission of entries for the upcoming Quilt Show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Compile prior show(s) analysis of entries by category and recommend changes to current show categories and rules.
- Schedule meeting with Judging Chair, Quilt Show Chair and President to review and finalize categories, rules and Registration form.
- Publish categories and rules in the newsletter and website not later than July prior to the show.
- Collect quilt submission registration forms making sure that all the information is filled in completely and accurately. Any missing or illegible information must be checked with the quilter.
- Process registration forms as received and maintain accurate computer records of all entries. Ensure that all changes (additions, withdrawals) are tracked, records are updated and changes are communicated to other Leads as appropriate: Hanging and Printing,
- Prior to turn in day, work with Membership to ensure all submissions are from current Guild members.
- Prepare turn in envelopes with labels, hang tags and receipt for each entrant.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Prepare deposits of entry monies received and handoff to Quilt Show Treasurer for deposit.
- Prepare Entry cards to be displayed with each quilt and other reports and labels as needed for the other committees.
- Prepare newsletter articles and speak at Guild meetings about registration requirements.

During the Show (Take In Day)

- Be present for the Take-In process with the master book of entries in case of last-minute changes and/or questions.
- Bring master book of entries to judging days in case the judge has questions.
- Coordinate with Take In Committee to ensure that all quilts submitted at Take In are properly registered quilts.
- Make any adjustments to quilt register as needed (for example, category change decisions)
- Document any decisions to decline acceptance of a properly registered entry for reasons such as odor, stains, no shows, or not meeting category/Show requirements.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplies Needed:

Ribbon & Awards Lead

Role Description

Oversee the purchase and awarding of all ribbons for the quilt show. Includes attending the judging, marking ribbons with winners, and pinning ribbons on quilts prior to the show. Oversees awards identified during the Show such as Viewer's Choice.

Timeframe

From Quilt Show Kickoff meeting Quilt through the Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Put together a committee of helpers to hang ribbons prior to show, in coordination with Staffing Lead.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Work with Judging Lead, Registration Lead and Chair to determine what ribbons and awards will be given.
- Order ribbons, prior to show, at least by December.
- Check order for any spelling errors and get replacements as soon as possible.
- Organizing ribbons, integrate with what was left from prior show and changing title information on any use-again ribbons.
- Re-fit old ribbons with new center strip if necessary.
- Get "I have a Quilt in the Show" ribbon to Quilt Chair to be included in packet
- Order "I am a Show winner" buttons, ribbons, or pins.
- Responsible for data entry from the quilt submission forms, for proof-reading the data entry and for the program layout.
- Send the Show winners to the printer to create insert for program.

During the Show (In days prior to show)

- Attend judging prior to show time. Act as a second check to winner names and categories
- Give notice to judge on numbers of HM ribbons available for large categories
- Responsible for data entry during judging.
- Provide "Winners List" to printer and to Webmaster for posting on the website.
- Make labels for ribbons as judging unfolds
- Mark ribbons with winners' names, at show time
- Place labels on ribbons and organize ribbons for hanging.

- Hang ribbons on award winning quilts as they are hung. Make one more final check that all are on the correct quilt.
- Provide “Viewer’s Choice” ballots to Admissions for insertion into the Program.
- At the close of the show, in conjunction with Admissions Lead, count the Viewer’s Choice ballots.
- Responsible for removing labels following the show.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Scribes Lead

Role Description

This role provides oversight for the duties of all scribes during the Quilt Show judging process.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- A meeting should be conducted prior to the judging day to educate scribes and to ensure that everyone understands the requirements, process, timing and any other responsibilities for the scribe role.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show – Specifically during the Judging Process

- Attend the judging
- Supervise and monitor that scribes are writing down everything the judge says exactly as said in a legible manner.
- Maintain accurate paperwork and sufficient supplies for all scribing activities.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Secretary

Role Description

The Quilt Show Secretary ensures timely and effective communications are maintained throughout planning, execution and post event review for the quilt show.

Timeframe

Beginning with the first meeting of the Quilt Show Committees during the period leading to the show, during the show, and through the completion of the post show debriefing meeting.

Primary Responsibilities

Before and During the Show

- Take the Minutes of large group Quilt Show Committee meetings and be responsible for any needed correspondence from the committee.
- Submit the minutes to the Chairs; ensure the minutes are posted to the SWFQG website as appropriate.

After the Show

- Take the minutes of the Post Show Review meeting. Submit Review Meeting minutes to Chair and to Board.

Special Exhibits Lead

Role Description

The Special Exhibits Lead is responsible for identification and arrangement of all Special Exhibits.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases establish target dates for completion for your committee.
- Engage the number of committee members required for pre-show and show activities.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Determine space and amenities requirements for Special Exhibits and work with Layout Lead and Facility Lead to ensure requirements are met.
- Work with Program Lead to include Special Exhibit information in the Program.

During the Show

- Act as liaison between special exhibits guests and Quilt Show.
- Resolve any issues that may arise.
- Ensure that Special Exhibits resources complete Take Down in a timely manner at the end of the show and that equipment and materials belonging to the guild or the Center are returned to the proper owner.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Staffing Lead

Role Description

Support each Committee with staffing resources and provide guidance to ensure all areas of the quilt show are adequately and appropriately staffed throughout the Quilt Show.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion.
- Identify and engage the number of committee members required to complete your area of responsibility.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Ensure that selected Committee members are computer literate and able to work in SignUp Genius.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Working with Leads, ensure that staff understand their schedules, roles and responsibilities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show

- Work with staff and Leads to resolve any staffing issues throughout the show, including missed shifts or vacancies.
- Check in staff members as they arrive for their scheduled shift.
- Provide and track aprons to staff.
- Maintain accurate schedule and staff attendance.
- Track volunteers who work shifts and provide information to Admissions so the volunteer receives free show entry.
- Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Storage and Moving Lead

Role Description

Provide oversight and act as the liaison between Quilt Show Leads to ensure that all necessary items are brought from the SWFQG storage facility. Provide oversight for the set-up team to ensure timely, safe delivery of all required materials from the storage unit.

Timeframe

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Identify and engage the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Provide oversight for removal of materials from the storage unit and installation at the quilt show site.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Responsible for engaging required resources (people and equipment) required to move items from storage and bring them to the show site.

During the Show

- Supervise unloading and set up of all items that were taken from storage and delivered to the show.
- Return items to storage as they are no longer needed. (Judging, Registration, etc.)

After the Show

- Supervise removal of materials from the quilt show site and return to the storage unit.
- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Take Down Committee Lead

Role Description

The Take Down Committee Lead is responsible for all activities related to the removal of quilts from the exhibit area and return of quilts to their owners.

Timeframe

Beginning from Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify and engage the number of committee members required.
- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show (End of Show)

- Responsible for the take down of the quilts after the show ends, Insure careful, orderly take down of the quilts.
- Ensure that Guild exhibit materials such as PVC and plastic chair are packed appropriately and returned to the storage facility.
- Oversee the process for returning quilts to their owners following documented procedures.
- Quilts will be folded with the design inside and with labels placed on the top of the folded quilt to facilitate easy identification
- Quilts will be moved by runners from the exhibit area to the holding area.
- No one other than the individuals assigned to process the quilts in the holding area and to release the quilts to the runner shall be allowed in the holding area at any time after the quilt take down process begins.
- When all quilts are accounted for, the return process can begin.
- Runners will take the identification slip from an owner, and bring it to the processing table in the quilt holding area. The slip will then be given to one of the processors in the holding area who will locate the quilt, and return it with the slip to the processing table. The committee members at the processing table will double check the quilt against the identification slip to ensure that they match. If they are a correct match, the quilt is then released to a runner who returns the quilt to its owner.
- The owner will then sign the identification slip to confirm that they have received the correct quilt and the slips will be retained until after the Post Show review.
- If any owner delegates the pickup of their quilts to another individual, they must state the name of the individual that is picking up on the identification slip for each

quilt and they must sign the slip. When the runner releases the quilt to the pickup person, that person must also sign the slip.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Take In Lead

Role Description

The Take In Committee Lead is responsible for Take In processes and personnel staff on Take In Day prior to the Quilt Show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify the number of committee members required for pre-show and show activities.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Determine and communicate the schedule and location for quilt take in in coordination with Registration Lead, Facility Lead, and Judging Lead.
- Determine and communicate the procedures for quilt take in, including development of any required forms.
- Provide staff training for various jobs at turn in day: hostess, check in, runner, inspection, sorting.
- Provide desired room layout to Layout Lead 1 month prior to Take In,
- Post signage, and any other materials needed for efficient and accurate take in.

During the Show (Take In Day)

- Accept the quilts
- Ensure there is a registration form for the quilt.
- Follow the process set up for proof of quilt turn in for the quilter.
- Ensure that the quilts meet entry criteria set up by the quilt committee (quilt condition, labeling, etc.)
- Provide appropriate instruction to staff as: Hostesses, Check in, Runners, Movers, Inspectors
- Ensure that each quilt is checked off the registration list, tagged for hanging and handed off to a runner for placement in the holding area.
- Ensure all quilts are folded with the design side toward the inside and that labels and tags are visible for easy identification.
- Runners will place each quilt in the correct location (table) based on the quilt's category in preparation for judging.

- Ensure that the list of quilts for each category is attached to the holding table for that category.
- Stack quilts with #1 on the bottom and the highest number for that category on top. This will ensure that when the quilts are moved to the judging table, they can easily be laid out in reverse order so that judge starts with #1 and moves through the quilts in sequence.
- At the end of Take In, review/audit quilts to ensure they are placed in the correct location and category in the holding area prior to judging.
- Coordinate the take in and inspection of all registered quilts.
- Provide lists by category to the Judging Chair and provide support for the final count.

After the Show

- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Treasurer

Role Description

The Quilt Show Treasurer is a member of the Quilt Show Committee and in conjunction with the Chair(s) ensures effective communication of and adherence to the quilt show budget to all Leads. In alignment with the Chairs, the Treasurer provides necessary financial education for the show to Leads, establishes reporting and tracking requirements, and provides the appropriate tools.

Timeframe

Beginning with the initial planning of the Quilt Show through the post show review and/or until all outstanding financial issues associated with the show are fully resolved.

Primary Responsibilities

Before and During the Show

- Arrange for insurance for current show.
- Work with each committee, assuring that it operates within its designated budget.
- Ensure proper accounting for each committee budget and payments made thereto
- Ensure deposits are made in a timely basis.
- Ensure process for requesting and receiving reimbursements is communicated to each Committee Lead; provide appropriate reimbursement request form.
- Provide required raffle verbiage to Opportunity Quilt Ticket & Sales Lead for ticket printing.
- Oversee cash counting room at the Show venue.
- Renew the Solicitation of Contribution license (raffle license) This should be done by Show or Guild Treasurer
- Provide training and/or documentation to Admissions, Boutique, Bazaar and Basket Raffle Leads.
- Work with Staffing Lead to secure and schedule counting room volunteers for Show.

After the Show

- After the show, see to the payment of any outstanding bills
- Make an accounting (audit) of all Quilt Show income and expenditures.
- Submit financial report to the licensing authority at the conclusion of the Quilt Show.
- Submit itemized income and expense report to Quilt Show Chairs.

Vendor Lead

Role Description

Responsible for vendor solicitation and selection for the quilt show, for communicating quilt show requirements and schedules, for assessing and meeting vendor needs, for ensuring that the vendor experience is of high quality prior to and throughout the quilt show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Identify and engage the needed number of committee members required for pre-show and show activities.
- Attend Pre-Show meetings as requested.
- Set meetings for your own committee as necessary.
- Good people skills required for all committee members.
- Provide regular reports to the Quilt Show Chair.
- Work with Staffing Lead to ensure coverage for all show hours.
- Contact suitable vendors; ensuring appropriateness for our venue as well as variety in products/skills being marketed
- Send an early “Save the Date” notice to potential vendors.
- 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.
- Receive and track vendor rental fees; turn over proceeds to Quilt Show Treasurer
- Provide explicit information to vendors about the show layout and ensure that vendors and staff are aligned on the set-up process prior to the show.
- Add all vendor information, forms, etc. to www.swfqg.com for easy vendor access prior to Show.
- One month prior to show communicate vendor space requirements to Layout Lead.
- Secure hotel block with discounted rates close to Show venue if appropriate.
- Maintain a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show. Maintain a waiting list for last minute changes.
- Keep track of all extras needed by vendors and charge accordingly.
- Submit Committee financial requests to the Quilt Show Treasurer for payment
- Prepare a vendor packet that includes name tags etc. Hotel discount, Wi-Fi info, and exit survey.
- Work with Program Design Lead or Printing Lead to provide Vendor List for program.
- Request large posters from Interior Sign Lead for display easels near Show entrance.

During the Show

- Ensure that vendors’ requirements are met during the show such as break or lunch relief, that they have a superior show experience with SWFQG.

- Collect vendor exit survey at the close of the show.

After the Show

- Send vendor thank you.
- Attend Post Show Review Meeting.
- Provide input (report); document what worked well as well as opportunities for improvements.
- Submit itemized income and expense report to Quilt Show Treasurer prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.

Supplemental Materials

These are Available on Show Flash Drive & Website

Appraiser Client Questionnaire
Appraiser Schedule Sign-up
Boutique Inventory Excel Spreadsheet Form
Membership Application
Membership Information
Opportunity Quilt Display Guidelines
Package check Form
Program Ads Letter to Potential Advertisers
Program Ads Price List
Registration – Show Categories
Registration – Show Rules
Registration – JotForm Embed Link
Ribbons - Viewer’s Choice Ballot
Vendor Letters
Vendor Lists
Vendor Packet
Vendor Surveys & Responses