

## **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**

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

### **Primary Responsibilities**

#### **Before the Show**

- Engage the number of committee members required.
- Attend pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Retrieve Angel Members container from storage and check for needed supplies.
- Develop documentation of Guild members who have passed since the last quilt show.
- 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
- Request signage from Indoor Signage Lead to identify the exhibit.
- Ensure the angel member quilts are supervised appropriately
- Take down the Angel Member exhibit and return materials to family members and/or the appropriate Guild 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.