

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.