

Boutique Lead

Description

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

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 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