

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.
- 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
- 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.