

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 for pre-show and post-show activities.
- 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.