

Interior Signage

Role Description

The Interior Signage Lead is responsible for all interior signage for the Quilt Show.

Timeframe

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

Primary Responsibilities

Before the Show

- During planning phases, establish target dates for completion.
- Engage the number of members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Identify signage requirements for interior show spaces, including requests from other leads.
- Work with Printer Lead as necessary to develop signage.

During the Show (End of Show)

- Ensure that interior signs are collected and returned to Storage for reuse
- Be prepared to create on-the-fly 8 ½" x 11" printer-made signs during the Show.

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.
- Submit any final financial requests to the Quilt Show Treasurer for payment.