

Judging Lead

Role Description

The Judging Lead is responsible to oversee all phases of the judging process for the Quilt Show.

Timeframe

Beginning prior to Quilt Show Kickoff Meeting through Post Show Review Meeting.

Primary Responsibilities

Before the Show

- Establish target dates for contracting judge.
- Attend Pre-show meetings as requested.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Identify candidate Quilt Show judges and contract with the chosen judge, after obtaining Quilt Show Chair approval.
- Determine quilt categories, judging criteria and judging methodology in conjunction with Registration Lead, Guild President and Show Chair.
- Work with the Registration Lead, Guild President and Show Chair to ensure all information on the quilt submission form is understood.
- As soon as the categories and criteria are determined, send an article to the Newsletter.
- Design the judging forms to be used by Scribes.
- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee activities.
- Provide appropriate training and/or instruction to Staffing Lead for positions of:
- Fanner, Runner, Step-in, Label remover

During the Show (Judging Days)

- Run the quilt judging process, including taking care of the judge's needs if judge attends Show.
- Prepare judge's comments for return to the quilter at the end of the show.
- Record all awards and communicate these to the Program Committee Lead, Ribbon Committee Lead and Layout Committee Lead by the end of judging.
- Coordinate with Ribbon Lead to ensure correctness in awards. Verify correct name and award is listed.
- Coordinate with Layout Committee Lead to ensure correct positioning of quilts "Best of" quilts need to be removed from the category layout and placed in the layout for "Best of" award winning quilts.
- Develop and oversee process for 'holding' quilts during judging and for ensuring communication to the scribes of quilts retained and/or released.
- At the end of judging, place materials used exclusively for judging in the bin marked "Judging and make arrangements for it to be returned to storage.

After the Show

- Attend Post Show Review Meeting.