

## Limited Editions

### Role Description

The Silent Auction Lead is responsible for oversight of all acquisition, arrangement, storage, management, delivery, set up and sales activities of all Silent Auction items.

### 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 Limited Edition activities. For example identify potential contributors, categories of items to request, etc.
- Determine the number of committee members needed for pre-show and show activities.
- Determine storage requirements and ensure storage is obtained.
- Engage members for your committee.
- Attend Pre-show meetings as requested.
- Set meetings for your own committees as necessary.
- Provide regular reports to the Quilt Show Chair.
- Work with the Staffing Lead to ensure coverage for all show hours for your area.
- Submit financial requests to the Quilt Show Treasurer for payment.
- Starting about 18 months before the show, solicit items
- Identify intake process and location as applicable, and have bins at the Guild meetings and Fun Days.
- Develop contact list of local vendors that may contribute.
- Contact vendors and individuals for donations.
- As donations are promised, ensure follow-up, collect the items, maintain a list of donors and send written thank you's to donors.
- Process materials as they are obtained, as applicable.
- Communicate needs, goals and accomplishments to the guild at the monthly meetings.
- Encourage guild members to make contributions.
- Identify space requirements and design layout in coordination with the Layout Lead.
- Maintain a written (computer) record of all items donated for inventory control.
- Check out can be through the Boutique cashier but establish a method of differentiating purchases so success can be judged.

#### During the Show

- Ensure good signage is created for the Limited Editions area of the Quilt Show.
- Responsible for setup and display of items for sale.
- Provide oversight of activities including money collection and sales tracking.
- Provide guidance to staff members and assist in issue resolution as needed.
- Ensure area is appropriately staffed during the show to ensure effective working with customers and processing sales.

- Follow the Cash Control systems set up by the Treasurer.
- At the close of the show, items that meet Community service guidelines should be taken to a meeting and donated.
- Other items that are in good condition that did not sell, should be placed in a bin labeled Limited Editions and arrangements made to return them to storage.

**After the Show**

- Submit an itemized list of items sold.
- 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.