

Membership Table

Description

The Membership Committee is responsible for the design, setup and oversight of the SWFQG membership 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.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Ensure appropriate Guild materials are available for display and hand out, including membership application, business cards
- Work with Education VP to have materials about past classes with finished product examples.

During the Show

- Design and set up the SWFQG table at the location designated by the Layout Lead.
- Supervises table volunteers answering questions for our guests; ensure that SWFQG is well represented and promoted
- Sells Guild memorabilia
- Encourage membership 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 itemized income and expense report to Quilt Show Treasurer at final show meeting, as applicable.