

Opportunity Quilt Tour Lead

Role Description

Responsible for the Opportunity Quilt from the time it is completed until a winner is selected.

Timeframe

As early as possible in the 2-year cycle leading up to the quilt show. Quilt should be completed no later than 14 months prior to the upcoming show date. Participates in Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Be familiar with and ensure adherence to the guidelines for showing the quilt as detailed in the SWFQG Operating Policies & Procedures manual under the Opportunity Quilt Coordinator job description, and in the “Opportunity Quilt Display Guidelines” document under the “Miscellaneous” section of the manual.
- Retrieve the completed quilt from the Quilt Development Lead
- Determine the venues where the quilt will be displayed and tickets sold. Encourage guild members to identify new showing venues and to communicate them to you.
- Arrange for Opportunity quilt appearances at local quilt shops (contact shops, create schedule, get the quilt there and back)
- Develop and maintain a calendar of all showing events.
- Contact the Opportunity Quilt Ticket and Sales Lead prior to each showing to ensure alignment of your activities with the ticket and sales activities and materials. Provide estimates of the number of tickets that may be required for that venue if possible.
- Engage volunteers for the each showing event and ensure that they have all of the proper materials and supplies required.
- Ensure that all volunteers receive instruction (written guidelines) for how the quilt is to be handled and displayed at each showing; ensure that they understand and agree to adhere to the guidelines.
- Ensure that volunteers have the FAQ sheet about the Opportunity quilt and that they are prepared to answer questions about the quilt.
- Work closely with the Opportunity Quilt Tickets and Sales Lead to ensure this Lead knows the schedule for all showings. Provide list of volunteers to the Ticket and Sales Lead so that they can ensure volunteers understand how to sell tickets and to track sales.
- Maintain a Tour supply box containing table signage, Guild information, Show information, etc.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary. Please include the Chair that is providing support to your committee.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.

During the Show

- Oversee the hanging of the Opportunity Quilt during Quilt Show setup.

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.

Supplies Needed

- Quilt
- Rack
- Cash Box
- Bookmarks
- Tickets