

Outdoor Signage & Parking Lead

Role Description

The Outdoor Signage Lead handles set up and display of outdoor signage and oversees parking facilities.

Timeframe

Primary Responsibilities

Before the Show

- Retrieve the Outdoor Signage from storage.
- Update and refresh any that can be reused.
- Work with Printing Lead to order any that need to be added or replaced.

During the Show (Early morning job prior to doors opening)

- Place the signs where allowed around the property.
- Ensure committee has all necessary materials to post signs.
- Develop schedule for posting exterior signs (bandit signs, banners, road signs, etc.
- Set up the sandwich board announcing “Quilt Show Today”
- Work with venue to discourage parking by anyone not attending the show.
- At the end of the show, take outdoor signs down and arrange for return to storage.

After the Show

- 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

- Sandwich Board
- Bandit Signs