

## **Package Check Lead**

### **Role Description**

Works in conjunction with the Admissions Lead

### **Timeframe**

Beginning with Quilt Show through Post Show Review Meeting.

### **Primary Responsibilities**

#### **Before the Show**

- Engage members for your committee.
- Set meetings for your own committee as necessary.
- Review signage needed for the package check and refresh if needed.
- Create a process for taking in guests' packages and safely storing them.

#### **During the Show**

- Stuff the programs with the voters' choice ballots, and any other inserts on the day before the show so that the programs are ready for the Admissions Committee.
- Provide suitable location and security for storage of staff personal belongings during their work shifts.
- Serve as Info Desk during Show for guests and staff.

#### **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**

- Package Check Form
- Signage
  - Check Packages here
  - Packages must be picked up by \_\_\_\_\_