

Printing Lead

Role Description

Responsible to plan and execute development and design of the bookmarks & fliers. Provides narrative content for the Program.

Timeframe

Beginning with 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.
- Attend Pre-show meetings as requested.
- Arrange for photo of completed Opportunity Quilt to be used in printed materials.
- Contact Chair for logo, show date, admission price, times, venue and other information
- Design show postcards, bookmarks, posters, show advertisements, show program labels viewer's choice ballots and other promotional materials as requested.
- Work with Quilt Tour and Media to decide the number of bookmarks and fliers needed.
- Find/work with a printer.
- Make sure all printed materials include the required Donation wording.
- Work with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule.
- Works closely with all other committees to solicit information to update the program content.
- Sends the updated narrative content to the Program Designer for insertion within a time frame that will avoid Rush charges.
- Coordinates with the printer and sees that the programs are delivered to the show when required.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.

During the Show

- Ensure programs are distributed to the Admissions Committee.
- Provide programs to the Vendor Lead for distribution to vendors.
- Provide programs to the Program Ads Lead for distribution to advertisers.

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.