

Program Design

Role Description

Responsible to plan and execute development and design of the program book for the Quilt Show.

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.
- This Lead designs and lays out the program.
- Receives ad content from Program Ad Lead
- Receives narrative content from Printing Lead
- Receives Quilt content from Registration Lead
- Send draft program to Program Ad Lead, Registration Lead, Printing Lead and Chair for proofing.
- Email approved files to printer.

During the Show

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After the Show

- Provide input (report); document what worked well as well as opportunities for improvements.