

## **Registration Lead**

### **Role Description**

The Registration Committee Lead provides oversight of the entire quilt registration process for the submission of entries for the upcoming Quilt Show.

### **Timeframe**

Beginning prior to 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 for your committee.
- Identify the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Compile prior show(s) analysis of entries by category and recommend changes to current show categories and rules.
- Schedule meeting with Judging Chair, Quilt Show Chair and President to review and finalize categories, rules and Registration form.
- Publish categories and rules in the newsletter and website not later than July prior to the show.
- Collect quilt submission registration forms making sure that all the information is filled in completely and accurately. Any missing or illegible information must be checked with the quilter.
- Process registration forms as received and maintain accurate computer records of all entries. Ensure that all changes (additions, withdrawals) are tracked, records are updated and changes are communicated to other Leads as appropriate: Hanging and Printing,
- Prior to turn in day, work with Membership to ensure all submissions are from current Guild members.
- Prepare turn in envelopes with labels, hang tags and receipt for each entrant.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Prepare deposits of entry monies received and handoff to Quilt Show Treasurer for deposit.
- Prepare Entry cards to be displayed with each quilt and other reports and labels as needed for the other committees.
- Prepare newsletter articles and speak at Guild meetings about registration requirements.

**During the Show (Take In Day)**

- Be present for the Take-In process with the master book of entries in case of last-minute changes and/or questions.
- Bring master book of entries to judging days in case the judge has questions.
- Coordinate with Take In Committee to ensure that all quilts submitted at Take In are properly registered quilts.
- Make any adjustments to quilt register as needed (for example, category change decisions)
- Document any decisions to decline acceptance of a properly registered entry for reasons such as odor, stains, no shows, or not meeting category/Show requirements.

**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:**