

Ribbon & Awards Lead

Role Description

Oversee the purchase and awarding of all ribbons for the quilt show. Includes attending the judging, marking ribbons with winners, and pinning ribbons on quilts prior to the show. Oversees awards identified during the Show such as Viewer's Choice.

Timeframe

From Quilt Show Kickoff meeting Quilt through the Post Show Review Meeting.

Primary Responsibilities

Before the Show

- During planning phases, determine major milestones and establish target dates for completion for your committee.
- Put together a committee of helpers to hang ribbons prior to show, in coordination with Staffing Lead.
- Attend Pre-show meetings as requested.
- Set meetings for your own committee as necessary.
- Provide regular reports to the Quilt Show Chair who provides support to your committee.
- Work with Staffing Lead to ensure coverage for all show hours for your committee activities.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Work with Judging Lead, Registration Lead and Chair to determine what ribbons and awards will be given.
- Order ribbons, prior to show, at least by December.
- Check order for any spelling errors and get replacements as soon as possible.
- Organizing ribbons, integrate with what was left from prior show and changing title information on any use-again ribbons.
- Re-fit old ribbons with new center strip if necessary.
- Get "I have a Quilt in the Show" ribbon to Quilt Chair to be included in packet
- Order "I am a Show winner" buttons, ribbons, or pins.
- Responsible for data entry from the quilt submission forms, for proof-reading the data entry and for the program layout.
- Send the Show winners to the printer to create insert for program.

During the Show (In days prior to show)

- Attend judging prior to show time. Act as a second check to winner names and categories
- Give notice to judge on numbers of HM ribbons available for large categories
- Responsible for data entry during judging.
- Provide "Winners List" to printer and to Webmaster for posting on the website.
- Make labels for ribbons as judging unfolds
- Mark ribbons with winners' names, at show time
- Place labels on ribbons and organize ribbons for hanging.

- Hang ribbons on award winning quilts as they are hung. Make one more final check that all are on the correct quilt.
- Provide “Viewer’s Choice” ballots to Admissions for insertion into the Program.
- At the close of the show, in conjunction with Admissions Lead, count the Viewer’s Choice ballots.
- Responsible for removing labels following the show.

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.