

## **Storage and Moving Lead**

### **Role Description**

Provide oversight and act as the liaison between Quilt Show Leads to ensure that all necessary items are brought from the SWFQG storage facility. Provide oversight for the set-up team to ensure timely, safe delivery of all required materials from the storage unit.

### **Timeframe**

Beginning with Quilt Show Kickoff Meeting through Post Show Review Meeting.

### **Primary Responsibilities**

#### **Before the Show**

- Identify and engage the number of committee members required for pre-show and show activities.
- Attend Pre-show meetings as requested.
- Provide oversight for removal of materials from the storage unit and installation at the quilt show site.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Responsible for engaging required resources (people and equipment) required to move items from storage and bring them to the show site.

#### **During the Show**

- Supervise unloading and set up of all items that were taken from storage and delivered to the show.
- Return items to storage as they are no longer needed. (Judging, Registration, etc.)

#### **After the Show**

- Supervise removal of materials from the quilt show site and return to the storage unit.
- 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 prior to final show meeting, as applicable.
- Submit any final financial requests to the Quilt Show Treasurer for payment.