

Take Down Committee Lead

Role Description

The Take Down Committee Lead is responsible for all activities related to the removal of quilts from the exhibit area and return of quilts to their owners.

Timeframe

Beginning from 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 and engage the number of committee members required.
- Work with Staffing Committee Lead to ensure coverage for all show hours for your committee 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.

During the Show (End of Show)

- Responsible for the take down of the quilts after the show ends, Insure careful, orderly take down of the quilts.
- Ensure that Guild exhibit materials such as PVC and plastic chair are packed appropriately and returned to the storage facility.
- Oversee the process for returning quilts to their owners following documented procedures.
- Quilts will be folded with the design inside and with labels placed on the top of the folded quilt to facilitate easy identification
- Quilts will be moved by runners from the exhibit area to the holding area.
- No one other than the individuals assigned to process the quilts in the holding area and to release the quilts to the runner shall be allowed in the holding area at any time after the quilt take down process begins.
- When all quilts are accounted for, the return process can begin.
- Runners will take the identification slip from an owner, and bring it to the processing table in the quilt holding area. The slip will then be given to one of the processors in the holding area who will locate the quilt, and return it with the slip to the processing table. The committee members at the processing table will double check the quilt against the identification slip to ensure that they match. If they are a correct match, the quilt is then released to a runner who returns the quilt to its owner.
- The owner will then sign the identification slip to confirm that they have received the correct quilt and the slips will be retained until after the Post Show review.
- If any owner delegates the pickup of their quilts to another individual, they must state the name of the individual that is picking up on the identification slip for each

quilt and they must sign the slip. When the runner releases the quilt to the pickup person, that person must also sign the slip.

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.