

## **Take In Lead**

### **Role Description**

The Take In Committee Lead is responsible for Take In processes and personnel staff on Take In Day prior to the 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.
- Work with Staffing 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 who provides support to your committee.
- Submit Committee financial requests to the Quilt Show Treasurer for payment.
- Determine and communicate the schedule and location for quilt take in in coordination with Registration Lead, Facility Lead, and Judging Lead.
- Determine and communicate the procedures for quilt take in, including development of any required forms.
- Provide staff training for various jobs at turn in day: hostess, check in, runner, inspection, sorting.
- Provide desired room layout to Layout Lead 1 month prior to Take In,
- Post signage, and any other materials needed for efficient and accurate take in.

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

- Accept the quilts
- Ensure there is a registration form for the quilt.
- Follow the process set up for proof of quilt turn in for the quilter.
- Ensure that the quilts meet entry criteria set up by the quilt committee (quilt condition, labeling, etc.)
- Provide appropriate instruction to staff as: Hostesses, Check in, Runners, Movers, Inspectors
- Ensure that each quilt is checked off the registration list, tagged for hanging and handed off to a runner for placement in the holding area.
- Ensure all quilts are folded with the design side toward the inside and that labels and tags are visible for easy identification.
- Runners will place each quilt in the correct location (table) based on the quilt's category in preparation for judging.

- Ensure that the list of quilts for each category is attached to the holding table for that category.
- Stack quilts with #1 on the bottom and the highest number for that category on top. This will ensure that when the quilts are moved to the judging table, they can easily be laid out in reverse order so that judge starts with #1 and moves through the quilts in sequence.
- At the end of Take In, review/audit quilts to ensure they are placed in the correct location and category in the holding area prior to judging.
- Coordinate the take in and inspection of all registered quilts.
- Provide lists by category to the Judging Chair and provide support for the final count.

**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.