

Chairs' Timeline

	Target Date	Responsible Person	Completion Date	Notes
Biennial Show				
Soon Following the Show				
Select Quilt show committee chair(s)	April	President	March 21, 2024	
Decide on Admission Charge	May	Chairs	April	\$10 Provide to Publicity
Create logo for the show	May	Chairs	April	Done - Provide to Publicity
Set hours for the show	May	Chairs	April	9-4 both days Provide to Publicity
Select Vendor Lead	May	Chairs	April	They are underway
Select a Quilt Show Treasurer	May	Chairs	April	Kathy D'Angelo
Select Opportunity Quilt Construction Team	May	Chairs and/or Pres.	June	Carla Klop
Select Challenge lead	May	President	March 21, 2024	Betty & Robin
Send deposit for venue	May	Treasurer	September	New Dates confirmed, and contract signed
Adopt a budget	May	Chairs	May	Approved at Board Meeting
The summer Following the Show				
Select Boutique Production lead	June	Chairs	September	Karen Proulx
Select Limited Editions Lead	June	Chairs	June	Carol Dengler
Select Judging lead	June	Chairs	April	Betty Gould
Select Appraiser Contact	August	Chairs	October	Tracy
Select Angel Member lead	January	Chairs	April	Terri Saarinen, Diane Edman, Lyn Bruner
From September to December Following the Show				
Opp quilt completed	November	Carla Klop	September	Top done - ready for quilting
Select Quilt Tour lead	November	Scott Harper	September	Done
Select Printing lead	November	Carla Klop	October	Provide to Publicity
Select Opportunity Quilt Ticket Sales lead	November	Sara Sweesy	February	Sara Sweesy & Kathy Franzen
January - February -- Year prior to show				
Select Registration Lead	January	Chairs	April	Joyce Grande & Barb Reinken
Select Basket Raffle crew	January	Chairs	March	Karen Mumford, Trudy Flanery, & Mary VanHyte

Select Bazaar Lead	January	Chairs	April	Carolyn Stewart and Carol Dengler
Assure Raffle Permit renewed	January	Treasurer		
March - June -- Year prior to show				
Meeting for categories & rules	April	Joyce Grande	April	Include Betty Gould, Linda Drisko, Tracy Wilson & Karen Mars
Publish rules and categories in newsletter & website	April - May	Karen Mars	May	Completed
Inventory storage area and make list	June	Karen Mars	December	December
July - November --Year prior to show				
Select Program Advertising Lead	July	Chairs	January	Michelle Gregg
Set Meeting for Judging, Registration, Boutique, Vendors, & ticket sales	July	Chairs	July	July
Registration forms printed and ready	September	Joyce & Barb	October	Online forms ready in October
Select Admissions Lead	September	Chairs	September	Sharon Ebie
Select Ribbon Lead	September	Chairs	June	Robin Harris
Select Program LayOut Lead	September	Chairs	October	Jennifer Sinclair
Select Program Printing Pick-up	September	Chairs	November	Lyn Bruner
Select Interior Signage Lead	September	Chairs		Karen Mars
Select Quilt Turn-in Lead	September	Chairs	August	Betty Gould
Select Quilt Return Lead	September	Chairs	August	Betty Gould
Select Package Check Lead	September	Chairs		Sharon Ebie
Select Outdoor Signage & Parking Lead	September	Chairs		
Select Scribe Lead	September	Chairs	June	Michelle Gregg
Select Quilt Placement, Hanging & Unhanging lead	September	Chairs	December	Tracy Wilson
Notify Guild Display Chairs of booth duties	September	Committee chairs	October	Community Service, Membership
Notify Rays of Sunshine	September	Sunshine chair	October	Carolyn Stewart
Select Media Contact lead	September	Chairs	August	Ginny Koleda
Notify Staffing of needed volunteers	September	Leads		Send to staffing lead
Begin to Sign-up volunteers to work show	September	Sign up Genius	November	Lyn Bruner
Work on room layout for various booths	October	Chairs	January	Karen Mars
Add CHEC as additional Insured on policy	November	Chairs	December	Kathy Franzen
Meet with Leads	December	Chairs	December	Held workshop at NFMRC
Contact Specific Leads for room layout requests	December	Karen Mars	December	

Challenge Turn in and Judging	December	Robin & Betty	December	Robin will hold all until show.
Check storage unit and unload	December	Karen Mars	December	Inventoried at work day
Final rent payment due for venue	January	Kathy D'Angelo	January	
Set Deadline for quilt registration	January	Joyce		January 20
Get quilt numbers and sizes from Registration	January	Chairs		
Assure Ribbons, Awards and Labels ordered	January	Ribbon Lead		Robin Harris
Meet with CHECC re show layout	January	Chairs		January 16 at 10
Assure Program contents are to Design person	January	Printing Lead		Send to Jennifer Sinclair by the 28th
Review program	January	Show committee		Include Lyn - Good proofreader
Program to printer	February	Program Design lead		Sent on Feb 2nd
Provide Final Room & Hall set up to CHEC	January	Karen Mars		30 days prior to show
Get menu from CHECC	January	Chairs		Tracy got from Publix
January -- Show Week				
Pick up the Drop off needs from storage	Sunday			
Rooms to be set for drop off	Monday			
Quilt Drop off and Check in	Monday			
Pick up Judging needs from storage	Monday			
Rooms to be set for judging	Monday			
Return Drop off & Judging bins to storage	Wednesdy			Registration, Judging, Scribes
Pick up Other bins from storage	Wednesdy			Admissions, Angel members, Boutique, Signage
Replace winner list on website so QR code works	Thursday			
Set rooms for show	Thursday			
Return all items to storage.	Saturday			
Immediately after the Show	Projected		Done	Notes
Return everything to storage and arrange	March	Chairs	February	All items returned -- some items donated
Reconcile balance with venue	March	Chairs	March	Done with Chairs & Treasurer
Complete Actual Expense Report	March	Treasurer	April	
Send appropriate Thank yous!	March	Chairs	March	Sent to workers & vendors
Present Wrap-up report to members	April	Chairs	March	Printed in April Newsletter
Secure next Venue	March	Chairs	March	Charlotte Harbor
Set dates for the show	March	Chairs	March	February 23 - 28
Select Theme for next Show	April	Chairs	April	Every Quilt has a Story -- Provide to Publicity

