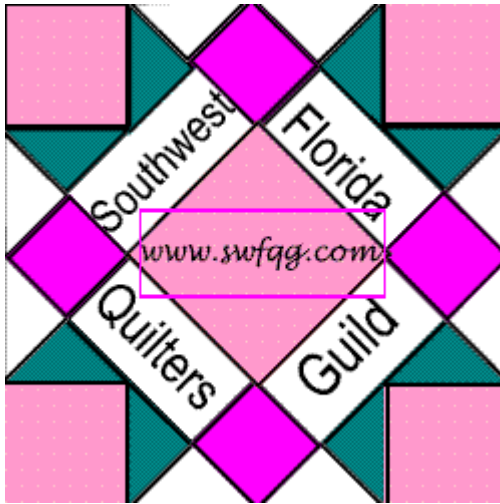


# SOUTHWEST FLORIDA QUILTERS GUILD QUILT SHOW CHAIRS' GUIDE



Excerpted from the Complete manual dated 11-22

## VIII. JOB DESCRIPTION -- COMMITTEES

### A. Quilt Show Committee

The Quilt Show Committee is comprised of the Chair and/or Chairs, the Quilt Show Secretary, the Quilt Show Treasurer and the committee leads. The Quilt Show Chairs will decide on the show organization and which of the committees described below are needed. Any committee can have more than one lead:

#### **CHAIR AND/OR CO-CHAIR PREPLANNING FOURTEEN MONTHS TO ONE YEAR:**

1. Be familiar with all aspects of the show as documented in this manual.
2. Verify a venue.
3. Decide on a show theme
4. Appoint an Opportunity Quilt Construction lead to begin work on the Opportunity Quilt.
5. Identify committee structure and define roles.
6. Recruit other subcommittee leads.
7. Ensure that each subcommittee has information detailing the procedures and background information needed to complete their jobs.
8. Identify possible quilt show judges in conjunction with the Judging subcommittee if a committee has been formed and contract with the chosen judge.
9. In conjunction with the Judging subcommittee, determine the quilt categories, the judging criteria and judging methodology
10. Develop and manage a timeline for the show.
11. Determine major milestones which would include but not be limited to the following and establish target dates for completion.
  - Door prize requests out—
  - Notify Guild organizations in writing—
  - Print flyers—
  - Budget determinations for committees—
  - Vendor agreement(s)—
  - Hold first committee meeting—January-March
  - Ensure that flyers go to Quilt Shows—(check specific dates,)
  - Distribute quilt registration form (put on web)—April
  - Begin staffing for on-sight roles—June
  - Deadline for registration—6 months prior to the show
  - Quilt check-in—2 days prior to the show
12. Conduct regular meetings of the Quilt Show committee.
13. Oversee the progress of Quilt Show planning.
14. Provide encouragement, advice and support to the members of the subcommittees.
15. Bring the event dates, times and location as determined by the Quilt Show Co-chairs to the membership.
16. Attend SWFQG Board/Executive meetings and report on Quilt Show Committee progress, submitting written reports to the secretary.
17. Present Quilt Show Committee financial requests to the Quilt Show treasurer for payment
18. Confirm insurance for current show with the Guild treasurer.
19. Organize and meet with subcommittee leads, prepare budget, report to the Guild Board monthly about progress and needs,
20. Work with each subcommittee, assuring that it operates within its designated budget. Assist the Quilt Show Treasurer in accounting for each subcommittee budget and payments made thereto, and in making deposits in a timely basis.

#### **CHAIR &/OR CO-CHAIRS DURING SHOW WEEK:**

1. Attend all activities during show week
2. Provide oversight for the event for times when you won't be there in person, designate another person to provide oversight and make sure the staff knows who that is. If co-chairs, try to have one co-chair on site at all times.
  - a. Periodically visit the various venues to foresee any potential problems
  - b. Be available in the event of problems & mitigate any problems that arise
  - c. Pay particular attention to shift changes to ensure that each role is being filled - Serve as liaison with facility for any issues that arise
3. Event schedule:
  - a. Sunday or Monday – Drop Off quilts
  - b. Tuesday & Wednesday – Judging
  - c. Thursday set-up 9:00 start (take photos of rooms prior to set-up)
  - d. Show—Friday & Saturday
  - e. Take down—start 4pm Saturday
  - f. Quilt check-out & pick-up— at completion of show on Saturday

#### **CHAIR &/OR CO CHAIRS AFTER THE EVENT:**

1. Prepare a summary report at the conclusion of the event and submit it to the Executive Board.
2. Support the check-out or repatriation of quilts and other materials to their owners.
3. Work with Guild treasurer to finalize financial matters. See to the payment of any subsequent bills and make an accounting of all income and expenditures.
4. Hold post-event meeting to review what went well and any improvements for subsequent shows.

5. Update job description at the end of the term
6. Submit financial report to the licensing authority at the conclusion of the Quilt Show.
7. Identify exact date & reserve facility for the next Quilt Show. (Two years in advance)

**QUILT SHOW SECRETARY:**

1. Take the Minutes of Quilt Show Committee meetings and be responsible for any needed correspondence from the committee.
2. Work with the vendor chair and other chairs as needed.

**QUILT SHOW TREASURER**

1. All financial commitments must go through the Quilt Show Committee Chairs
2. Maintains a checking account separate from the main Guild Checking Account
3. Retains \$5000 seed money in the Quilt Show Account for the next show.
4. Turns over the show proceeds less \$5000 to the Guild Treasurer.

## B. Quilt Show Subcommittees (Alphabetically)

**ADMISSIONS:**

1. This subcommittee greets show visitors when they arrive, takes their admission donations, and assists visitors with their wrist bracelets. Even though you are in one place, this is a fairly physically demanding job.
2. Must be able to handle money, and have good people skills.
3. Responsible for the sales of tickets/wristbands and the influx of cash until it is turned over to the Treasurer.
4. Follows cash control policies and monitors the security of the cash and the ticket booth staff.
5. Keeps track of numbers of tickets as they are acquired from Center, and ending numbers at end of show.

**ANGEL MEMBERS:**

1. Responsible for the documentation of Guild members who passed since the last show.
2. Do a write-up describing the quilter's interests and accomplishments.
3. Sets up a display of Angel Members' quilts etc.

**BASKET RAFFLE:**

1. This subcommittee contacts quilt shops, book publishers, etc. for basket prize donations. As donations are promised, the subcommittee follows-up, collects the items, keeps a list of prizes and donors, and keeps the website person up-dated with the information.
2. This subcommittee sorts items, fills and decorates baskets for the show drawing.

**BOOKS & MAGAZINE SALES:**

1. Work in conjunction with the Boutique Production subcommittee.
2. Organize the magazines, patterns and books; if desired for the boutique.

**BOUTIQUE PRODUCTION**

1. Should start shortly after each show for the next show.
2. The Boutique is our hand-made store. All items for sale are donated by our Guild Members. .
3. Responsible for soliciting items for sale made by our members.
4. It is strongly suggested each member donate six items to the Boutique.
5. This subcommittee designs specifications for what will be sold in the boutique, designs the boutique submission forms, and determines the schedule for the boutique items drop-off and pick-up.
6. Presents ideas for boutique items to members, encourages them to start making things early, and sets and labels prices for the items.
7. Sets up Fun Day sork sessions.
8. This subcommittee operates prior to the show.

**Boutique Donations**

- a. You can work alone or in a group and make any quilt related item to donate.
- b. If you don't have time to sew, you can donate sewing aids, kits, rulers, quilt frames, or anything quilt related as long as it is clean and in good condition.
- c. Donated items can be turned into Boutique Production lead throughout the year.
- d. The lead will keep a record of all donated items and price each item.

**BOUTIQUE SALES:**

1. During the show, this subcommittee manages the boutique –selling items, collecting money and tracking sales by member and tearing down.
2. This subcommittee determines how many volunteers they need and notifies the volunteer coordinator.
3. Maintains computer records of items for inventory control.
4. Staffs the booth space during the show working with customers and processing sales.
5. Responsible for deposits and reporting as necessary during & at the end of the show. Responsible for the claiming and storage of items not sold.
6. Follows cash control policies and monitors the security of the cash and the marketplace staff.
7. A sign stating, "Sales Tax Included" should be posted.

**BOUTIQUE SET-UP AND TEAR DOWN**

1. Designs booth space and is responsible for setup of that space.
2. Tears down and packs up at the end of the show.
3. Drops off unsold items to a local charity.

**BUDGETS:**

1. The Quilt Show Committee will be given \$5000 seed money for required up-front payments.
2. The subcommittee budgets will be set by the Quilt Committee Chair(s) and approved by the Guild Board of Directors.
3. Any subcommittee expenditure above the approved budget must be approved by the Committee Chair(s).
4. Any expenditure above the total approved budget must be approved by the Board of Directors.

**COMMUNITY SERVICES:**

1. Lead by the Community Service Committee Chair
2. Organize and run Guild charity activities at the show.
3. Set-up an attractive display area with good signage showcasing ALL of our Community Service projects and recipients..

**FABRIC REMNANTS:**

This is not scraps or a scrap table. This consists of like fabric bundled by color or design, charm squares, jelly rolls, layer cakes

**Prior to the Show**

1. Fabric remnants are requested from members for about 18 months.
2. A laundry basket and sign are provided at the meeting.
3. Remnants are made into charm squares, jelly rolls, small bundles of fabrics sorted by color, motif, Christmas, etc or just a small stack that looks nice and is tied with a ribbon.
4. Also roll, tie and mark ¼ yds., ½, yds., etc.

**Pricing**

1. Price marking is difficult.
2. One option is to weigh the fabric and price by the ounce.
3. It is much easier to bundle, cut, price and get it out of the way as received rather than to save it to the month before the show.

**What Sells**

1. Sticking to cotton is best.
2. Upholstery fabric or fleece does not sell well.
3. Almost a Quilt projects have sold well.
4. Partial projects such as blocks, pillow fabric etc sells well.

**Finalizing**

1. The remnants should be processed, packed with Dryer Softener Sheets, put in storage and marked BOUTIQUE REMNANTS which helps the day of the show when the truck delivers the remnants. The see through plastic zip bags are perfect.
2. The remnant table does better if someone is there to “Hawk” it!

**FACILITY LIAISON**

1. Quilt Show chair serves as lead or the Guild President until a Quilt Show Committee has been appointed.
2. Responsible for all issues related to the venue and the Quilt Show.
3. Is the point-persons with venue during the show.
4. Works with venue to specify requirements for space, AV support, Security, maintenance, etc. Check with subcommittee leads for their needs..
5. Includes Security and Concessionaire as necessary.
6. Keeps track of hours worked by venue employees, if Guild is being charged hourly for them.
7. Keep track of extra items acquired by show from venue; tables, drapes, etc.
8. Presents Questions and issues to venue as needed and reports back to the committee.
9. Responsible for overseeing all activities during the setup and show days of the Quilt Show.

**FOOD:**

1. Check with venue for food policy
2. Solicit members for donations of food for the workers and vendors on set-up day.
3. Keep a record of who is bringing what and insure that food is adequate
4. Purchase needed supplies for this luncheon, plates, cups. Coffee, etc.
5. Prepping food, setting up of and clean-up of the kitchen for the set-up day luncheon. (Thursday)

**GROUP SALES –BUSES**

1. This subcommittee collects contact information for quilt Guilds, and corresponds with the Guilds about our show.
2. Collect group reservations and payments, make arrival packets, answer group questions.

**JUDGING:**

1. Works in conjunction with the Quilt Show Chairs to find a judge for the show.
2. Assists the Show Chairs in determining the quilt categories, the judging criteria and judging methodology.
3. Pre-prints the labels for the judging sheets.
4. Works with the Show Chair and the judge to create a judging sheet.

5. Runs the quilt judging process, including taking care of the judge's needs, and preparing the judges' comments to be returned to the quilters at the end of the show.
6. Oversees the scribes who use the agreed upon judging sheet and write down everything the judge says exactly as said.
7. Records all awards and communicates these to the Quilt Show Program Design subcommittee.

#### **LAY OUT & HANGING THE SHOW**

1. Responsible to approve the floor layout of the display racks and the vendor booths, also any additional racks as needed.
2. Responsible for the planning and paperwork in determining the placement of all of the entries in the show.
3. Responsible for overseeing the hanging/display of the entries.
4. The actual set-up of racks and the hanging of the quilts is handled by a paid third party.

#### **MEMBERSHIP TABLE**

1. Membership Committee chair serves as lead.
2. Responsible for the design and setup of the Guild's welcome table at the entrance in the Main building of the show.
3. Coordinates with the Opportunity Quilt subcommittee in sharing the space.
4. Answers questions for our guests.
5. Sells Guild memorabilia.
6. Maintains a cheerful and upbeat attitude.

#### **OPPORTUNITY QUILT CONSTRUCTION**

1. The Opportunity Quilt Construction lead is appointed by the President or the Quilt Committee chair as soon as the prior Quilt Show has ended.
2. Coordinates the production of the quilt
3. Researches possible designs and gets input from others in the Guild.
4. Proposes designs to the Quilt Show Chair for approval.
5. Purchase the required fabrics, after the design has been approved,
6. Organizes member volunteers to complete quilt.
7. Assures completion of the quilt no later than 18 months prior to the show.

#### **OPPORTUNITY QUILT TICKET PRINTING AND SALES WITHIN THE GUILD**

1. Confirm that the Guild treasurer has renewed the "Solicitation of Contribution" (raffle license).
2. Oversee the printing, sale and accounting of Opportunity Quilt tickets. See the "Quilt Show History" tub in the Guild Storage closet for information and ticket samples.
3. Opportunity Quilt tickets, for sales tax purposes, must have printed on them the following:
  - The word Donation,
  - The Registration number and
  - The official paragraph printed in CAPS.
4. Responsible for the design, printing, and distribution to the membership of the Opportunity Quilt tickets.
5. Provide an allotment of tickets to each member.
  - a. Organize the tickets that members are obligated to sell.
  - b. Write each member's name on individual envelopes and insert tickets in each.
  - c. Record the ticket numbers that are being disseminated to each member
  - d. Provide the ticket envelopes to members and collect the money at the time the members receive the tickets.
  - e. Keep good records of who has received their envelopes.
  - f. Provide additional tickets to members as requested and keep track of the ticket numbers of the tickets provided.
6. Provide an allotment of tickets to the Quilt Show Tour committee.
7. Keep track of all monies received from members and from the Tour Committee and provide it along with the related accounting to the Quilt Show treasurer.
8. Account for moneys from different sources separately.
9. It answers questions about the Opportunity quilt and ticket sales. The subcommittee reports ongoing tally of income at monthly Guild meetings

#### **OPPORTUNITY QUILT TICKET SALES TOUR**

1. Get an allotment of tickets from the Ticket Printing Committee.
2. Seek possible new venues for selling tickets, but be sure to protect the quilt from any possible harm
3. When selling Opportunity quilt tickets outside the Guild, there are 2 options for showing the quilt:
  - a. Print out the Opportunity quilt photo/sign (on high-quality smooth paper or photo-quality paper) and either frame it, insert it in a Plexiglas stand, mount it on cardboard, or insert into a plastic sleeve.
  - b. Borrow the quilt itself—there is a risk every time the actual quilt is exhibited. A Quilt Show or fair would be an appropriate venue to display the quilt itself. See the following guidelines for displaying the quilt.
4. Responsible for selling tickets during the show, for seeing a winning ticket is drawn, and for getting the quilt to the winner.
5. Responsible to turn all money into the Ticket Printing and Sales Committee for accounting.
6. Responsible for the care of the Opportunity Quilt from the time it is completed until a winner is selected.
7. Solicits volunteers for the events and makes sure that they have all of the proper materials and supplies.
8. Arranges for Opportunity quilt appearances at local quilt shops; contact shops, create schedule, get the quilt there and back, and track sales.

9. Become acquainted with the “Opportunity Quilt Display Guidelines” included in this document under “Miscellaneous Documents Section”. Included in this document are instructions for displaying the quilt

#### **PROGRAM ADVERTISING**

1. Solicit advertising for the Quilt Show Program from show vendors, Guild members and others.
2. Get contracts with advertisers..
3. Work with Program Layout committee to communicate requirements.
4. Sets the prices of advertisements in the show program, collects ads and ad revenue.
5. Keeps financial records and turns all monies over to the Show Treasurer.

#### **PROGRAM LAYOUT:**

1. Responsible for the design and construction of the program given out to guests at the Quilt Show
2. Designs labels for quilts to be hung in the show, and the viewer’s choice ballots..
3. Responsible for data-entry from the quilt submission forms and for proof-reading the data-entry,.
4. Works with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule.
5. Stuffs the programs with the viewers' choice ballots, and any other inserts on the day before the show so that the programs are ready for the admissions subcommittee.
6. Works closely with all other subcommittees to solicit information to complete the program.
7. Coordinates with the printer and sees that the programs are delivered to the show when required.

#### **PUBLICITY (MEDIA, SIGNS, POSTERS, BOOKMARKS)**

1. This subcommittee designs pre-show publicity post cards, posters, and other items, and works with a printer to produce items needed. Ideally this subcommittee should work closely with the Program Layout Subcommittee so all promotional materials will have a consistent look.
2. Make sure that all printed materials include the Donation required wording.
3. Responsible for all media relations connected to the Quilt Show (includes written, internet, radio, TV, etc.). This includes design and execution.
4. Puts together a schedule for sending Quilt Show information in the format required for each media outlet.
5. Works closely with all subcommittees to get the information necessary to publicize our show.
6. Informs the Signage subcommittee of needed signage for Boutiques, Silent Auction and other areas of the show.
7. Coordinate with website manager to ensure current information is on the website about the show.
8. As needed, assist with communication to people who e-mail for information about the show.
9. Post current information on Facebook.

#### **QUILT BAZAAR**

This is an opportunity for members to sell some of their work on hand by paying a 20% commission to the Guild.

1. Pre-Show
  - a. Work with Registration to create a list of Show Quilts that are for sale.
  - a. Solicits member quilts not in the Show that will be available for sale at the Show.
  - b. Designs a form required for members to complete in order to enter quilts into the bazaar.
  - c. Determines the number of quilts each member may submit for sale.
  - d. Creates a process and criteria for members to place quilts in this booth
  - e. Places prices on those quilts in the Sale booth. Members determine the price placed on their quilt.
2. During the Show
  - a. Designs booth space and is responsible for setup of that space.
  - b. Staffs the booth space during the show and works with customers processing sales.
  - c. Displays a list of Quilts entered in the show that are for sale and their prices.
  - d. Maintains a list of member quilts not in the Show but submitted for sale.
  - e. Maintain a record of items submitted for auction, record sales, account for all monies,
3. After the Show
  - a. Create a process for quilters to claim quilts displayed in the booth that were not sold.
  - b. Provide safe return of all unsold items, distribute to treasurer a list of members' items sold and amount of payment due.
  - c. Regularly submit to the Quilt Show Treasurer monies collected..

#### **RAYS OF SUNSHINE.**

1. Assists the Rays of Sunshine with the selection of quilts to be displayed and is
2. Responsible for the décor, setup, and takedown of the booth space.
3. Pick-up gifts, flowers, etc. when appropriate.

#### **RECEIVING QUILTS (DROP OFF)**

1. This subcommittee accepts the quilts, making sure that they are labeled and sorts the quilts into show-location categories for the quilt hanging subcommittee. All quilts should be folded with front side toward the inside and labels and tags visible for easy identification.
2. Responsible for the delivery of the entries to the Quilt Show if Show is not at the drop-off location.
3. Work with the venue availability to determine schedule for quilt drop-off,
4. Create a system for quilt arrival (let the volunteer coordinator know how many volunteers are needed).
5. Inform the volunteer coordinator of staffing needs.

6. Verifies that all entries are in good condition when received, are checked off our lists, tagged for hanging, and stored

#### **REGISTRATION**

1. Responsible for the design of the entry form to enter quilts into the show.
2. Ensures all information on the form is understood by the membership.
3. As soon as the categories and criteria are determined, this subcommittee sends a write up to the Newsletter.
4. Processes the forms as received and maintains an accurate computer records of entries.
5. Prepares deposits of any monies received.
6. Prepares Entry cards to be displayed with each quilt and other reports as needed for the other committees.
7. This committee runs the submission process, collecting the quilt submission forms (that were designed by the Judging Committee), making sure that all the information is filled in completely and accurately. Photos must accompany submission forms. Any missing or illegible information must be checked with the quilter.
8. Once the forms are collected, and the information verified, the submission form information is recorded in an Excel spreadsheet, and the forms are duplicated and distributed to: (1) The quilt set-up committee (quilt size calculations); (2) The quilt lay-out committee (uses the original photographs); (3) The Show Program Committee (enters the quilter and quilt description information); (4) The volunteer committee (to line-up volunteers); (5) The Guild website.

#### **RETURNING QUILTS TO THE EXHIBITORS (TAKE DOWN)**

1. Responsible for the coordination of returning the entries to the entrants at the end of the show.
2. Works in close relationship with the Receiving Committee
3. Responsible for collecting the entries as they are taken down and bringing them to a central location for claiming.
4. Tables are to be lined up along the side of room. They are to be covered with clean sheets and quilts are to be taken down in order and set on tables.
5. Quilts should be folded with the design side inside. Label and tags should be visible for easy identification by those handing them out to quilters.
6. The washing of any sheets, drapes, etc. that need laundering.
7. Deconstruction of the booths is currently handled by a paid third party.

#### **RIBBONS, AWARDS, AND LABELS**

1. This subcommittee works with the Judging subcommittee to determine what ribbons will be given for the various show awards.
2. After the quilts are hung, this committee is responsible for attaching labels on the quilts.
3. Accuracy of labeling is a primary concern.

#### **SILENT AUCTION**

1. Integrate the Silent Auction with items of interest to men.
2. Encourage members to contribute items for this sale.
3. Set a minimum value on items accepted.
4. Set criteria for auction donations and inform membership of this criteria.
5. Plan an attractively decorated area.
6. Work with indoor signage committee for signage.
7. Responsible for display of items for auction.
8. Maintain a record of items submitted for auction, recording of bids, accounting of all auction monies, safe return of all unsold items, distribution of items to winning bidders and submission to treasurer a list of members' items sold and amount of payment due.

#### **SIGNAGE**

1. Indoor – Boutique, Silent Auction, Quilt labels and indoor directions
2. Outdoor – Parking, Directional signs and Handicap access.

#### **SIT 'N' SEW:**

1. Come prepared to do hand work, examples: appliqué, binding, quilting, embroidery, embellishments, etc. Bring your own projects with notions and tools, including special lighting if needed.
2. Responsible for the recruitment of volunteers necessary to man the entire show.

#### **VENDORS**

1. Responsible for soliciting vendors, communicating with them in the months prior to show (in writing, by phone, and by email), and establishing what size booth space they will occupy.
2. Works with Facility Liaison to arrange the vendors' floor plan.
3. Receives rental fees, and be certain sales tax is added to all vendor bills.
4. Ensure that the vendors' requirements are met during the show.
5. Supports vendors during the setup and show.
6. Helps arrange for a Pot Luck lunch on set-up day of the Quilt Show if allowed by venue.
7. Maintains a vendor list of all who were contacted, those chosen for this show, and potential vendors for the next show.
8. Keep track of all extras needed by vendors and charge accordingly.
9. Submit itemized income report to chairman at final show meeting.
10. Keep a Journal of all activities encountered by this position with suggestions for improvement for our next show.

#### **VISITORS' CHOICE AWARDS**

1. Responsible for conducting the voting by visitors for their choice of best depiction of Show Theme.

2. Designs and constructs ribbons for displaying on the Visitors' Choice winning entries. May work in conjunction with Ribbon Subcommittee to purchase commercial ribbons.

**VOLUNTEER STAFFING**

1. Creates an overall work schedule of volunteers for the set-up, show and take-down.
2. Responsible for being present for every volunteer shift change and for making sure that those volunteers understand their responsibilities.

**WEBSITE & FACEBOOK COORDINATOR**

1. Coordinate with web master to ensure current information is on the website about the show.
2. As needed, assist with communication to people who e-mail for information about the show.
3. Post current information on Facebook.

**WHITE GLOVES**

Move throughout the quilts, answering questions, displaying quilt backs if needed; discourage attendees from touching quilts.