

2024 Timeline

| | Immediately After the Show | Projected | Done | Result |
|---|---|------------------|-------------|-------------------------|
| x | Secure a Venue | April | July | Charlotte Harbor |
| x | Set Dates for next show | April | June | March 4th - 9th, 2024 |
| x | Pick Theme for Show | April | August | It's a Block Party! |
| x | Identify committees & org chart | April | June | Org chart created |
| x | Choose a Raffle Quilt Coordinator | April | September | Robin, Betty, Joyce |
| x | Send deposit for venue | May | July | Sent July 20, 2022 |
| x | Select a Quilt Show Secretary | May | September | Danielle Hartmann |
| x | Select a Quilt Show Treasurer | May | July | Kathy D'Angelo |
| | | | | |
| | Within the next 3-6 months | | | |
| x | Create a budget | July | July | Approved at Sept. Board |
| x | Create Committee Job Descript. | July | August | In manual |
| | Select all Committee Leads | June | | Still need a few |
| x | Arrange promo photo of quilt | November | January | Done |
| | Hold Kick off meeting with leads | July | April | Done |
| | Contract with a quilt judge | July | April | Beverly Fine |
| x | Create logo for the show | July | September | Sent to Publicity |
| | Boutique committee prepares kits | October | Ongoing | Fun Day Factory |
| | Sign-up committee volunteers | July | | |
| | Get job info to all committee leads | October | April | |
| | | | | |
| | Early 2023 | | | |
| x | Print Raffle tickets | January | January | Joyce Grande |
| | Start distributing tickets to membe | January | February | Joyce Grande |
| | Send out vendor invites | January | Ongoing | Joyce Grande & Karen |
| | Meet with Registration & Judging chairs to set categories & rules | January | | |
| | | | | |
| | | | | |
| | Mid 2023 | | | |
| | Publish rules and categories in newsletter & website | May | | |
| | Report at monthly meetings on items needed | All | | |
| | Registration forms printed and ready | July | | |
| | Deadline for registration - 6 mo. Pri | October | | |
| | | | | |
| | Late 2023 | | | |
| | Order Ribbons | | | |
| | | | | |
| | Early 2024 | | | |
| | Provide Room & Hall set up to CHEC | | | |

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|--|---|--|--|--|
| | Add CHEC as additional Insured | | | |
| | Verify Solicitation of Contribution form is up to date. | | | |
| | | | | |
| | After the Show | | | |
| | Schedule the venue for the next show | | | |
| | Set dates for the Next Show | | | |
| | Receive Actual Expense Report | | | |
| | Send Thank yous! | | | |