

XII. MISCELLANEOUS

A. Opportunity Quilt Display Guidelines

WHEN YOU'RE GOING TO SELL OPPORTUNITY QUILT TICKETS, THERE ARE 2 OPTIONS FOR SHOWING THE QUILT:

1. Print out the Opportunity quilt photo/sign that's available on the web site (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.
2. 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.

INSTRUCTIONS FOR DISPLAYING THE QUILT

1. To schedule the quilt, contact the Opportunity Quilt Coordinator.
2. To receive an allotment of Opportunity Quilt tickets as well as the appropriate materials (see inventory below), contact the Opportunity Quilt coordinator.
3. The Guild quilt rack should be used when displaying the quilt whenever possible.
4. Do not display the quilt near food or any other substance that could harm the quilt (i.e., a booth or table next to the quilt using paints—especially spray paints).
5. Do not expose the quilt to the elements (i.e. sun, rain), or display where birds could contribute their “adornments.” Prior to being hung outside, consult with the Board of directors.
6. Drape the pillowcases/shams artfully over the horizontal rail of the quilt rack, if applicable.
7. At the close of an exhibit, fold the quilt in thirds to avoid creating a permanent crease).
8. Replace all materials in the containers provided and return to Opportunity Quilt coordinator.

DO NOT LEAVE THE QUILT UNGUARDED.

1. Do not display the quilt over-night unless it is hung at an actual Quilt Show in a locked room with 24- hour paid security.
2. The quilt may not be kept overnight in a house where someone smokes
3. The quilt may not be stored in a car overnight unless the car is inside a locked garage.

INVENTORY OF OPPORTUNITY QUILT MATERIALS – ENSURE ALL ITEMS ARE ACCOUNTED FOR

1. The quilt
2. Quilt stand (When packing up the quilt stand after the exhibit, be sure to replace the cardboard protectors on the spindles and replace each stand in the plastic sleeves before packing in black bag)
3. Sheet or muslin to spread on floor to protect quilt while hanging
4. Opportunity tickets (sold and unsold)
5. State raffle license (copy)—enclosed with this copy of instructions in a plastic sleeve
6. Cash box
7. Container for ticket stubs
8. Guild logo sign—framed
9. Opportunity quilt information sign—framed
10. Quilt Show flyers (or Guild flyers if Quilt Show flyers are not yet available)
11. Business cards of the person who did the long-arm quilting
12. Pens (the nice ones)
13. Opportunity ticket selling tips—two copies in plastic sleeves
14. Guild table cloths (2) with logo or Guild name banner (when available)—to attach to front of table
15. This instruction sheet—in plastic sleeve.