Show Timeline

Bienniel Show	Target Date	Responsible Person	Completion Date	Notes
Soon Following the Show				
Select Quilt show committee chair(s)	April	President	March	Karen Mars +
Adopt a budget	May	Chairs	April	Adopted
Select Theme for next Show	April	Chairs	April	A Kaleidoscope of Color
Decide on Admission Charge	May	Chairs	April	$10.00
Create logo for the show	May	Chairs	May	Done
Set hours for the show	May	Chairs	April	Done
Select a Quilt Show Treasurer	May	Chairs	May	Kathy D'Angelo
Select Opportunity Quilt Construction Team	May	Chairs and/or Pres.	March	Led by Susie McIntyre
Select Challenge lead	May	President	May	Terri Saarinen & Diane Edman
Send deposit for venue	May	Treasurer	July	CHECC Deposit made
Select Vendor Lead	May	Chairs	March	Sara Sweesy
The summer Following the Show				
Select Boutique Production lead	June	Chairs	March	Karen Proulx
Select Limited Editions Lead	June	Chairs	April	Carol Dengler
Select Judging lead	June	Chairs	March	Betty Gould
From September to December Following the Show				
Schedule Organizational Meeting	September	Chairs	Sept	Done Sept 14, 2026
Opp quilt completed	October	Susie McIntyre	Sept	Done Aug 15, 2026
Select Quilt Tour lead	October	Chairs	March	Sara Sweesy
Select Printing lead	October	Chairs	May	Michelle Gregg
Select Opportunity Quilt Ticket Sales lead	October	Chairs	June	Sara Sweesy
Print Opp Quilt tickets	October	Michelle Gregg	October	Michelle Gregg
January - February -- Year prior to show				

Select Registration Lead	January	Chairs	Sept	Joyce Grande
Select Basket Raffle team	January	Chairs	Sept	Karen Mumford
Select Bazaar Lead	January	Chairs		
Assure Raffle Permit renewed	January	Treasurer		
March - June -- Year prior to show				
Meeting for categories & rules	April	Joyce Grande		
Publish rules and categories in newsletter & website	April - May	Karen Mars		
Inventory storage area and make list	June	Karen Mars		
July - November --Year prior to show				
Select Angel Member lead	June	**Chairs**		
Select Appraiser Contact	July	Chairs		
Select Program Advertising Lead	July	Chairs		
Set Meeting for Judging, Registration, Boutique, Vendors, & ticket sales	July	Chairs		
Registration forms printed and ready	September	Joyce & Barb		
Select Admissions Lead	September	Chairs		
Select Ribbon Lead	September	Chairs		
Select Program LayOut Lead	September	Chairs		
Select Program Printing Pick-up	September	Chairs		
Select Interior Signage Lead	September	Chairs		
Select Quilt Turn-in Lead	September	Chairs		
Select Quilt Return Lead	September	Chairs		
Select Package Check Lead	September	Chairs		
Select Outdoor Signage & Parking Lead	September	Chairs		
Select Scribe Lead	September	Chairs		
Select Quilt Placement, Hanging & Unhanging lea	September	Chairs		
Notify Guild Display Chairs of booth duties	September	Committee chairs		
Notify Rays of Sunshine	September	Sunshine chair		
Select Media Contact lead	September	Chairs		
Notify Staffing of needed volunteers	September	Leads		
Begin to Sign-up volunteers to work show	September	Sign up Genius		

Work on room layout for various booths	October	Chairs		
Add CHEC as additional Insured on policy	November	Chairs		
Meet with Leads	December	Chairs		
Contact Specific Leads for room layout requests	December	Karen Mars		
Challenge Turn in and Judging	December	Robin & Betty		
Just Prior to the Show				
Check storage unit and unload	January	Karen Mars		
Final rent payment due for venue	January	Kathy D'Angelo		
Set Deadline for quilt registration	January	Joyce		
Get quilt numbers and sizes from Registration	January	Chairs		
Assure Ribbons, Awards and Labels ordered	January	Ribbon Lead		
Meet with CHECC re show layout	January	Chairs		
Assure Program contents are to Design person	January	Printing Lead		
Review program	January	Show committee		Lyn Bruner volunteered to proof
Program to printer	February	Program Design lead		
Provide Final Room & Hall set up to CHEC	January	Karen Mars		
Finalize quilt hanging layout	January	Hanging lead		
Get menu from CHECC	January	Chairs		
January -- Show Week				
Pick up the Drop off needs from storage	Sunday	Chairs		
Rooms to be set for drop off	Monday	CHECC		
Quilt Drop off and Check in	Monday	Joyce		
Pick up Judging needs from storage	Monday	Chairs		
Rooms to be set for judging	Monday	CHECC		
Return Drop off & Judging bins to storage	Wednesdy	Chairs		
Pick up Other bins from storage	Wednesdy	Chairs		
Replace winner list on website so QR code works	Thursday	Karen Mars		
Set rooms for show	Thursday	CHECC		
Return all items to storage.	Saturday	Chairs		
Immediately after the Show	**Projected**		**Done**	**Notes**
Return everything to storage and arrange	March	Chairs		

	Reconcile balance with venue	March	Chairs		
	Complete Actual Expense Report	March	Treasurer		
	Send appropriate Thank yous!	March	Chairs		
	Present Wrap-up report to members	April	Chairs		
	Secure next Venue	March	Chairs		
	Set dates for the show	March	Chairs		