

Quilt Show Job Descriptions

Quilt Show Chairman: Responsible for the coordination of all the jobs necessary for the running of the Show. Find a Venue for the Show and organize the contract and the details for the committees needs.

Raffle Quilt and Tickets: Design, organize piecing and assemble Raffle Quilt. Order and purchase Raffle tickets. Coordinate the sale of Raffle Tickets both to the Guild and at the local quilt shows. Make sure the Gaming License is current. Arrange for Drawing License from town where it's held.

Vendor: Contact, organize and assign space to Vendors, limiting and varying the specialty of the group to allow for good vendor sales.

Little Wishes: Take in, organize and man the Little Wishes raffle tables and raffles.

Take-In: Organize, computerize and assign numbers to quilts entered into the Show. Take responsibility for the quilts before the Judging and transport quilts to and from take-in and judging.

Hanging: Responsible for the hanging of the quilts in the show. Organizing the quilts in the hanging rows and the volunteers in hanging the quilts. Works closely with Set-up and Take-Down Chairs.

Volunteers: Organize the volunteers for the Show including Take-in, Set-up and Take-down includes admissions and White Glove volunteers during the show.

Boutique: Take-in, organize and man the Boutique tables. Includes pricing of the donated items, recording the sales and returning unsold items to makers.

Programs: Take computerized information supplied for each quilt, including ads for Vendors and quilt related sponsors in the Show's written program. Includes additional sheet for winners. Works closely with Take-in and Judging.

Judging: Contact and hire Judges for the Quilts. Set up lodging and transportation for Judges if needed. Work with Take-In, Volunteer Chairs to organize Judging Day.

Story Cards: Computerize information from Quilt Entry Forms. Print cards and attach to each quilt in show.

Ribbons: Design, make and organize the ribbons for the winners of the Show. Write the Winners info for the insert into the programs. Write on the Ribbons the awards achieved.

Set-Up: Rent van, rent and pickup quilt frames. Organize the floor plan (done for the Mennen Arena) and coordinate the volunteers for the quilt frames following the floor plan. Return the frames and return the rental van.

Take Down: Organize the taking down of the quilts, quilt frames, tables ,chairs. Works closely with Returns and Set-up.

Returns: Organize the return of the quilts to the owners. Organize the paperwork and receipts for quilts. Works closely with Take-In.

Publicity: Coordinate the Newspaper, Magazine and local Shop advertising of the Show event.