



Thursday (Set Up Day) Checklist

SHOW QUILTS: 10 a.m.-12 p.m. (No exceptions) **Drop off at front entrance of church...**

- Your quilts in bags (labels & hanging sleeves attached)
- Loaner carts to move quilts around church. (Label with names)

GIFT SHOP: 10 a.m.-12 p.m. **Drop off items at Gift Shop...**

- Signed "**Members Sale Items Inventory Contract**"
- Loaned display objects (Label with names): shelves, coat rack, wicker baskets...

Personal Profit Items:

- Items you've made, complete with tags (ID + prices) pinned on
- Larger notions with tags pinned on (ex. kits, rulers, decor items...)
- Itemized "**Sale Items Inventory Sheets**" (showing prices) for sale items

Donated items:

- Small items (no tags needed): panels, books, magazines, patterns, scrap fabric...
- Larger donated items: Itemized "**Inventory Sheets**" & price tags. Please write '**DONATE**' at the bottom of the form

TEA ROOM: 10 a.m. Drop uncut *treats (in disposable container) **by West Chapel.**

***Nothing** with dairy filling or toppings like whipping cream, cream cheese icing, lemon meringue pie, pumpkin pie, etc.

Friday & Saturday Checklist

Quilt Show open to Public Fri 10-6; Sat 10-5

Bring...

1. Guild t-shirt
2. Comfortable shoes & a big smile
3. Lunch & drinks; all labeled with names (There are filtered water stations at the church to replenish your own water bottle)
4. Money to buy from Vendors. Crazy Raffle & Gift Shop! Bring cash &/or credit cards in fanny packs or pockets

Volunteers...

- Go to Volunteer room to get name tag & check in (for each shift). Arrive 15 minutes prior to your shift (if possible). Thank you!
- We're not responsible for valuables (ex. purses) left in the volunteer room.

Saturday (Post-Show) Checklist

SHOW QUILTS: 5:45-6:30 p.m. Pick up your quilts at front entrance (Need note if you aren't picking up your own quilt) Pick up your wagon if you loaned it.

GIFT SHOP: 5:15-6:30 p.m. Pick up & check off unsold items. Checks will be issued at next guild meeting.