

Quilt Show Volunteer Job Descriptions

Admissions: You will greet show attendees and take their admission money. You will have a brief orientation before your shift begins. This position requires you to handle money and make change. This is a sit-down job.

Announcer: Using a microphone, you will make announcements as needed. Scripts will be provided. Should have a confident speaking voice.

Appraisals: Appraisals are by appointment only. You can make an appointment for walk-ins, if there are any openings. You will greet the customer at their appointed time and take their payment. You will locate the customer's quilt if it is hanging in the show. You will assist the appraiser as needed. You are requested not to speak to or ask questions of the appraiser while she is performing an appraisal.

Bed Turning – Thursday: On Thursday you will help set-up/organize the Bed Turning area.

Bed Turning – Friday and Saturday: During the Bed Turning Programs volunteers are needed to hold up the quilts as they are being talked about. After the programs the quilts need to be rearranged. Program is at 1:00PM on both days.

Charity Boutique: You will sell items handmade by MVQG members. You will handle money and make change. This is a sit-down job.

Demonstrations: Assist each teacher to set-up their demonstration. Also, need a volunteer who will slow walk around the show holding a sign to promote upcoming demonstrations.

Note: If you would like to demonstrate a quilting or sewing technique, please contact Chairperson Linda Klyman (309) 716-1796 as soon as possible as there are a few demo times still open.

Lunch Helper: On set-up days (Wednesday and Thursday) lunch will be catered in. Help is needed with moving the tables and chairs to the lunch area, serving the food and cleaning the tables after lunch. Then on Thursday the tables and chairs will need to be repositioned.

Raffle Baskets – Pre-Show: You will have the fun job of making the baskets that will be raffled off at the quilt show. You and a partner(s) will select the donated items to make a themed basket. This is completed before the show. After the baskets are made you will help Chairperson Karen Mach transport the baskets to their storage area. Date/time/place TBD.

Raffle Baskets – Show Set-up: You will help Karen load baskets from storage, transport them to the fairgrounds and then unload them. You will assist Karen to set-up the Raffle Baskets booth.

Raffle Baskets Ticket Sales: You will work the floor selling tickets for Raffle baskets attendees at the show. You will be handling money and making change.

Judging: Judging volunteer jobs take place in the Keppy Building on Tuesday, Wednesday and Thursday.

Judging – Quilt Check-In: Members deliver their registered quilts to the check-in area on Tuesday afternoon and Wednesday morning. Check-in times are 1PM-6PM on Tuesday, October 13th and 7AM-8AM on Wednesday, October 14th.

Volunteers make sure tags are pinned in the proper place and folded correctly then deliver them to the correct location/category in the judging area. There will be a training session about 1 hour before check-in starts.

Judging/Scribes: Scribes write the judge's comments for each quilt. Scribes MUST be able to write quickly and legibly, hear softly spoken words, focus on what is being spoken and focus on writing those comments. Scribes cannot speak to the judge unless they need something repeated.

Judging/General: General judging volunteers make sure quilts are stacked in the correct order, move quilts from categories to judging tables, lay them out on the judging table then hold them up for the judge to see, fold quilts when judging is complete then move them to the hold area or release table and help load them into transport. These jobs will be divided up among the general volunteers. Requires lifting and standing.

- Judging Room training will be before your shift begins at 8AM and during lunch hours on both Wednesday and Thursday.

Note: In the judging area it is preferred that you do not speak at all, but if you must, whisper to each other during judging. If it gets too loud you will be asked to not talk at all. NO conversation with, nor questions to, the judges is allowed. Also, maintain at least a 6-foot space between you and the judges unless you are asked to step closer to assist them.

Merchant Mall Assistant: The merchant Mall Assistant (MMA) is a representative of the Mississippi Valley Quilters Guild's Merchant Mall who interacts with the Great River Quilt Show vendors. MMAs assist the Merchant Mall Chairperson and/or Co-Chairperson with tasks such as, but not limited to:

- Provide relief to vendors for occurrences such as restroom break, lunch break, etc. during which time Merchant Mall Assistants will not be expected to perform retail transactions in the vendor's absence but rather inform retail customers the vendor personnel will return momentarily
- As directed and/or scheduled by the Merchant Mall Chair or Co-Chairperson, visit vendor booths to provide vendors, or their employees, items such as water/beverages or snacks.
- Respond professionally to questions regarding Merchant Mall processes. If unable to accurately answer a vendor's Merchant Mall-related question, inform the Merchant Mall Chair or Co-Chairperson promptly so they may communicate with vendor(s) or provide further assistance.
- Respond professionally to Great River Quilt Show attendees, which may include general quilt show questions or suggestions for future Merchant Mall vendors.

Quilt Returns: At the end of the show and as quilts are taken off the quilt stands, they are delivered to the returns area. There they need to be organized in numerical order on designated tables before they can be returned to the members. At the Returns front table, members receive a pick-up number. When their number is called, their quilt(s) are matched with the registration number on the quilt then dispersed to the member. This job requires standing, walking and lifting quilts.

Raffle Quilt Marketing: Before show volunteer help is needed. Raffle Quilt Marketing Chairperson Michelle Bailey needs help marketing our beautiful raffle quilt. You will assist her at various events/locations to sell quilt raffle tickets and talk about our wonderful quilt show. You will handle money and make change. If you are interested in helping, please contact Michelle at (563) 505-2519 or Dorine (309) 428-0840. If you know of an event where we could market the raffle quilt, please contact Michelle.

Raffle Quilt Ticket Sales: At the show, you will sell raffle tickets for our beautiful raffle quilt. Requires you to handle money and make change. This is a sit-down job.

Set-Up: Set-up is a HUGE job. This is where we need the help of your men folk, significant other, kids, friends, neighbors and extended family.

Set-Up/Quilt Stands Pick-Up: Before the show, the quilt stands need to be loaded into the trailer at the storage facility. Date/Time/ Location TBA

Set-Up/Quilt Stands: All the wooden stands need to be assembled and placed according to the set-up plan for hanging the quilts.

To assemble the quilt stands on Tuesday, both a drill with a 7/16ths socket and a wrench are needed. Use the drill on 1 side to turn the nut and the wrench on the other side to hold the bolt. Cordless drills work best. If you need electricity, please bring your own extension cord. Will also need these tools for teardown on Saturday. Be sure to label everything you bring with your name.

Set-Up/Quilt Hanging: All of the registered quilts need to be hung. This is a huge job where many hands are needed. (Last show we had 500 quilts to be hung.) Step stools/ladders are very helpful for set-up, quilt hanging and teardown. If you are not comfortable climbing on a ladder you can pair with someone who is. Be sure to label everything you bring with your name.

Set-up/Quilt Organizer: When the quilts come over from the Keppy Building after they are judged they will have a category list. The quilts need to be checked off the list so we know they are all there. You and a partner will check them off then deliver them to their hanging area.

Teardown: The show is over. Whereas it took 2+ days to set-up the show, with enough volunteers, it will only take 1 ½ - 2 hours to tear it down. (It is really amazing to see.) Quilts need to be taken off the quilt stands and transported to the Quilt Return area. The wooden quilt stands and the vendor booth stands need to be disassembled and loaded into the trailer. This again is where we can use the help of your men folk, significant other, kids, friends, neighbors and extended family.

Volunteer Check-In: All volunteers need to check-in and check-out. It is very important to keep an accurate track of volunteer hours because of the Guild's IRS 501(3)c non-profit designation. The volunteer hours are reported on our annual income taxes. Volunteers are needed on Tuesday, Wednesday and Thursday at 2 locations; one in the Keppy Building where quilt intake and judging take place and another in the Fair Center Building where set-up and quilt hanging take place. On the Friday and Saturday of the show the Volunteer Check-In/Check-Out table needs to be staffed in the Fair Center Building only. Volunteers will receive, and return, an apron and white gloves (if needed) at this table. Volunteers sometimes leave their coats, purchases and purses in this area. This is mostly a sit-down job.

White Glovers: You will patrol among the quilts in your assigned area to answer any questions the show attendees may have and to show the backs of quilts if asked. You will wear the provided white gloves to avoid staining the quilts with hand oils. This is a standing/walking job.

Dorine Donaubauer, Volunteers Chairperson, (309) 428-0840, molinedorine@gmail.com