

Pioneer Quilters Guild Café Committee

1. Summary description of position/committee responsibilities:

- Provide food and drinks on set-up night.
- Contract with the food vendor; discuss the menu, staffing and guild and vendor expectations.
- Provide water to the vendors and volunteers.
- Provide and coordinate table decorations. Assure tablecloths are clean for the show.
- Arrange for rental of tables, both for the cafe and for any other show needs.

2. Approximate time commitment:

Monthly meetings – approx. 2 hours each.

A few hours to prepare the contracts for the vendor and tables; coordinate decorations and cleaning of tablecloths.

Most of the time is during setup. Order pizza to be delivered; obtain soft drinks and water; oversee setup of cafe.

3. Number of members on position/committee. 1 plus any helpers

4. List forms used, software used, etc.

Must be computer literate (email, etc.). Microsoft Word to produce the contract.

5. Financial Information: budget is for food on setup night, decorations, water