Pioneer Quilters Guild
Position Responsibilities
Show Quilts Committee

The purpose of this template is to provide a detailed guide for members taking on a new position within the guild. In completing the template, current position/committee holders should document specific responsibilities and tasks, how to complete the tasks and when.

1. Summary description of position/committee responsibilities:
   Review the prior year Timeline & Checklist, forms, and duties. Make required revisions. Forms include Rules and Instructions, Quilt Entry Forms, Codes and Categories, and Method of Techniques codes, volunteer jobs & procedures, logs and labels. Determine Schedule/Deadline for submitting Quilt Entry forms. Create Master File to record Show Quilt entries for generating reports using whatever form of Spreadsheet available to you. Create an auditing procedure for accuracy. Create reports for the Quilt Show Committees, each committee will require specific data and due dates. Reports are needed for floor layout info, show program/brochure info, quilt labels, quilt registration (Check-in, Check-out), late entries and contact info. Processing the entries can begin as soon as the master log file is formatted, but most entries come in the last meeting before the show. The entries are reviewed for completeness and appropriate quilt category assignment after all have been accepted after last due date and members are contacted for any missing or incorrect info. An entry number is assigned for quilt identification and the form's data is entered into the master log. The data is then checked for accuracy. When corrected, the report is transmitted to the Floor Layout Team along with delivery of the Photos that have corresponding numbers, names, and size indicated. (Cut photos to uniform ½ page size and tape on number/size info from a cut up copy of master log.) The Floor Layout Team will notify us of any cuts. When the drop-dead date has been reached and all cuts, withdrawals and late entries have been made to the Master File, final reporting can begin. It should be noted that the time frame from the drop-dead date and sending reports to the various committees is critical so that all committees have the information they need to do their jobs. (Usually a week or two after last General meeting before Show). Instructions for the volunteers at check-in and check-out are created as well as reminders for all entrants.

2. Approximate time commitment:
   a. Weekly
   b. Monthly - 3 hours including meetings beginning March
   c. Yearly - Month before and show week-end 30 hours

3. Number of members on position/committee: 2

4. If job responsibilities for additional member(s) are different than described in item #1 above, provide summary description of member(s):
   Entering the data from the entry forms and creating the reports is a one person job only because it is too difficult for two people to use the same master file. The second member does the auditing of the master file and leads the volunteers at the check-in and check-out desk, also helps putting the labels on the quilts. Can be the person that updates all other forms and checklists.

5. List forms used, contact information for vendors or service providers, software used, etc.:
   All forms have been created by the Show Quilt Team using either for the pc ".doc" documents, and ".xls" Microsoft Excel, or for the mac "pages" and "numbers".

6. Detailed description of tasks/responsibilities (i.e., meeting and newsletter announcements, mailings, cash receipts/disbursements, committee meetings, travel, etc.)
    a. Yearly tasks - all the duties described in #1 above are yearly tasks
    b. Quarterly tasks
    c. Monthly tasks - attend monthly meetings, put reminders & notices in the newsletter. Announce show quilt raffle at General meetings until completed at first August General meeting. Occasionally announce needs or corrections at General meetings. Input data & Print labels.
    d. Weekly tasks:
    e. Other tasks: setup meetings with committee member to go thru Timeline, forms, purchase gift cards, review entries, put together newsletter articles.

7. Financial Information: Budget - $150 - $175. $100 for 4 $25.00 gift cards.

8. Transition - Schedule date to hand off materials to and train incoming member: By November pick new chairperson, and by February, hand off box and binders of information.

9. Other notes: QUILT LABELS
a. Review Debriefing meeting minutes to determine if any changes were requested by members or committee for   the labels. (numbering, colors, or category sizes and/or descriptions)
b. Create samples of proposed labels for committee review, save approved sample for creating show labels.
c. Each category has a different color associated with it printed as a header. There are clothes pins painted with these colors used to attach the labels to the quilts. Every printer will print the colors differently, unless you want to repaint the clothes pins, try to match your printer colors to the pins as closely as possible. In case new categories are developed, try to pick new colors that are easily distinguished from the existing colors. Also, the colors should not be too dark so that the quilt title can be easily read.
d. Input quilt entry data received from Show Quilt committee onto labels. Have another person review the data entered for errors. Correct errors, have the corrections reviewed and print the labels on card stock. Trim the card stock to the correct size, ½ a page size.
e. After the quilts have been hung, using the quilt numbers and floor show map, attach the labels to the quilts using the coordinated colored clothes pins.
f. At the end of the show, when given the ok by the Quilt Show chairman, remove the labels from the quilts, saving the colored clothes pins for next year.
g. Sort labels by entrants' last name and give to check-out team to return to entrant.
h. Bring any labels not given to entrant to next Guild meeting for one last try at returning to entrant.

10. Recommendations for changing or updating position/committee responsibilities:
     Review notes from last Quilt Show committee meeting recommendations/findings.
     Dates of PQG Quilt Show sometimes change, and therefore, must change the deadline to receive quilts, to adequately prepare labels and pass on information to layout committee and program brochure person.

11. Created 2/2017

Show Quilt Chair Position

1) Attend Monthly Quilt Show meetings. — March
2) Update the Show Quilts forms as needed (Entry Form and Rules, procedures, Timeline etc.) — April
3) Meet with the Show Quilt Volunteer Co-chair as needed to discuss updates and quilt entries. — April
4) Purchase raffle gift cards for Quilt Entry early bird drawing. — May
5) Announce at General Meetings: Show Entry raffle drawing rewards for May & August meetings. — April-Oct.
6) Communicate Show Quilt Entry needs in monthly newsletter articles. — April-Oct.
7) Populate Quilt Entries log as entries arrive. — May-Oct.
8) Review for correctness and Provide copies of Entry logs to Layout and Brochure chairs. — October
9) Provide Entry form quilt photos with dimensions to layout chair. — October
10) Print out labels for quilt entries in all categories and prep for the show. — November
11) Main contact for Quilt Show lead if any questions and/or issues. — November
12) Oversee volunteers labeling quilts on racks. — Show day

Position is responsible for coordinating the following Show Quilts Chair Duties:
a. Quilt Entry Logs, monthly and yearly logs, newsletter articles.
b. Communication with quilters regarding entry errors or extra needs to forms.
c. Numbering and organizing categories in which quilts are shown.
d. Providing entered photos of quilts and dimensions to layout committee.
e. Printing Quilt labels, prepare categories with matching clothespins for setup.
f. Quilt labeler volunteers at setup and takedown at show.
g. Quilt Entries contacts during takedown if problems arise.

Show Quilt Volunteer Position

1) Attend Monthly Quilt Show meetings. — March
2) Update the Show Quilts forms as needed (Entry Form and Rules, procedures, etc.) — April
3) Meet with the Show Quilt Committee Chair as needed to discuss updates and quilt entries. — April
4) Send email reminders to volunteers with duties and time attached. — October
5) Populate Check-In/Out sheets with Quilt Entries. — November
6) Purchase plastic table cloths to put on café tables for Check-In/Out. — November
7) Setup main table with Check-In/Out sheets for volunteers. — Show day
8) Setup café tables with plastic table cloths and category signs for Check-In/Out. — Show day
9) Oversee volunteers. — Show day
10) Main contact for volunteers if any questions and/or issues. — Show day

Position is responsible for coordinating the following Show Quilts Volunteers:
a. Quilt Check-In/Out
b. Quilt Runners
c. Quilt Drapers and Hangers
d. Quilt Takedown