

QUILTERS' ESCAPE

To organize the committees and sub-committees necessary to produce the bi-annual Quilters' Escape for the Guild. This position is for a two-year period. The President will appoint a chair from the membership.

The Guild Quilters' Escape takes place close to the end of January in Odd numbered years placing it opposite the Guild Quilt Show. The Quilters' Escape coordinator (QEC) complies with general committee guidelines.

Procedures

- Recruit sufficient team members to accomplish but not limited to the following tasks:
 - Registration
 - Data base systems and financial records manager
 - Escape Location and accommodations liaison
 - Room assignments, check-in and check-out
 - Teacher acquisition and cost sharing
 - Teacher contracts and communication
 - Teacher, classroom assistants
 - Publicity to members, non-members, via. slide presentations, boards and display table
 - Transportation liaison for teachers, participants at Escape site
 - Teacher hospitality
 - Participant hospitality/evening entertainment
 - Welcome gifts, favors and prizes
 - Dining room
 - Teaching assistance with irons, boards and cords
- Establish a QEC empowered to make decisions when it is not practical for the full committee to meet. Members should include the Escape coordinator and/or assistant, registrar, data systems manager, and two or three additional team members. The Guild Special Events Committee Chair may serve as consultant and tiebreaker vote.
- Prepare a working budget including anticipated income and expenses and projected break-even point based on class attendance. The budget is shared with the committee for review and then submitted to the Guild Board of Directors for review and final approval.
- Schedule team meetings and locations as necessary to foster cooperation and communication within the team and assure timely completion of team tasks. Review task descriptions and provide copies to team members. (See details in QE record books)
- Serve as primary contact among teachers and the Escape site and staff, including verbal and written correspondence and site visits as necessary.

- Send letters of invitation to the national teachers if selected. Upon receiving a positive response from the teachers, the QE chair is responsible for preparing and mailing out a teacher contract and assuring it is returned. (Contracts are available through the EAC). This task needs to be completed a minimum of 12 months before the Escape.
- In-house teachers may be given an honorarium for time and supplies at the discretion of the committee.
- Oversee Escape expenses and disbursements and sign all payment vouchers.
- Oversee preparation and distribution of the Escape registration packets and forms to members and non-members.
- Oversee publicity to area guilds and shops.
- At the conclusion of the Escape:
 - Ensure that all expenses for the Escape are submitted and paid.
 - Prepare a final budget report and summary report with recommendations for the next QE and present to the Special Events Chair and Board of Directors at the next monthly board meeting.
 - Prepare a newsletter summary article for the membership.