

QUILT SHOW

The President shall appoint the Quilt Show Chair(s) after the March Quilt Show “Wrap Up Meeting” and before the June Quilt Show “Kick off” meeting. The chairpersons are responsible for organizing the committees and sub-committees necessary to produce the biennial Quilt Show. The position is for a two-year period. It is suggested that there be co-chairs so the committees can be divided between the co-chairs. The Board will make available an amount to be held in reserve for show expenditures. This amount is determined by expenditures from the previous Quilt Show. Vouchers for income and expenses will be handled in accordance with the Guild voucher procedures. All expense vouchers must have a receipt attached.

Procedures

- Organize and set up a master plan for the show
- Choose a name for the show
- Set the dates for the show
- Secure the facility
- Oversee sub-committees
- Represent the quilt show committee at Guild Board meetings
- Provide updates regarding the show in the Guild newsletter and website
- Document and monitor show related expenditures and produce a financial report showing income vs. expenses
- Treasurer produces final Income vs. Expenses Quilt Show Report

Guild Member Volunteer Participation

- As our quilt show represents everyone within our Guild, every member of our West Pasco Quilters’ Guild will be asked to donate a minimum of 2 volunteer hours during the quilt show period (starting with Monday set-up and continuing through the following Monday close-out). If you have personal, physical or geographic restrictions, please talk to a Quilt Show Chairperson(s) about other ways you can help.
- In addition, any member entering a quilt(s) to be judged, will be asked to donate 2 volunteer hours (on-site during the quilt show period) for each quilt entered in the quilt show to be judged. If you have personal, physical or geographic restrictions, please talk to a Quilt Show Chairperson(s) about other ways you can help.

Sub-Committees

Committees will be established based on the specific needs of the show and may vary from show to show. Each sub-committee chair will designate an assistant to be prepared to take over in the event the chair is unable to fulfill their job and potentially for future appointment as

committee chair. Each sub-committee will document their activities and prepare a final report. This report should include suggestions for improvement for future shows and provide all information needed for the next chair. These reports must be turned in at the wrap up meeting.

A list of current sub-committees is listed here. Other committees can be established or deleted according to needs of the show.

Suggested Sub-Committees

Admissions: Ticket sales and memento pins.

Advertising: Selling ads for the quilt show program. The goal is to sell enough ads to cover the cost of producing the show program. This committee works with Program Design/Documentation.

Basket walk: Collecting items to create baskets, organizing baskets, selling tickets at show, drawing winners at end of show.

Bed Turning: Trunk show. This committee works with Demonstrations/Lectures.

Boutique and Consignment: Organizes and operates the show boutique. Consignment items may also be accepted, with a minimum price and commission as approved by the Board. This committee also coordinates scrap bags and workshops for boutique items.

Children's Activities: Decides and creates quilting/sewing activities for kids at show.

Demonstrations/Lectures: obtains speakers for demonstrations and lectures at show. This committee includes Bed Turning and Group Quilting activities.

Door Prizes: Procures goods from companies to use as door prizes at show.

Drape Take Down and Folding: After show takes drapes down from rack, folds and stores them in the storage unit. This committee works with Set Up.

Food concession: Finds an organization that wishes to provide food usually youth group.

Guild Challenge: Based on show theme, finds a theme fabric to use, starts a year before show.

Group Quilting: Set up frame with quilt and quilters for demonstrations. This committee works with Demonstrations/Lectures.

Hanging Quilts: Follows Layout committee map of show; hangs all show quilts. This committee works with Set Up.

Hospitality: Provides refreshments for workers including lunch during set up week.

Hostess Coordinator: In charge of hostesses on show floor.

Housekeeping: Keeps show floor clean of debris.

Insurance: Assures adequate insurance for the show in accordance with the rules of the facility and the needs of our Guild.

Judging: Establishes procedures, secures judges, scribes, awards ribbons, books hotels for judges. The same judge(s) cannot be used in two consecutive shows. During judging, if a judge determines a quilt to be in the wrong category, the quilt cannot be moved to a different category and is not eligible for a ribbon but can receive the judge's comments.

Layout: Creates a layout "map" of quilt show floor including quilts, vendors, activities, begins after quilt registration.

Members Opening Reception: Held evening before show begins.

Membership: Set up to accept new members and answer questions about the Guild.

Mementos/Pins: Designs and purchases pins for show workers, ribbons, and for sale at admissions table.

Opportunity Quilt: Make sure both current and next year quilts are displayed and tickets sold.

Patriotic Honor: Committee decides how to honor veterans.

Philanthropic: Make or obtain a quilt from Charity Sew to sell tickets for a chance to win the quilt.

Program Design/Documentation: designs and has show programs printed. Works with Quilt Photos and Advertising committees.

Public Relations: Promotes show through local media, newspapers, tv, radio, internet, websites, newsletters, other quilt guilds, quilting publications.

Quilt Photos: Photographs quilts to be placed in quilt show program. This committee works with Program Design committee.

Quilt Take Down: At end of show, folds and organizes quilts for pick up. Works with Set Up.

Rack Set Up: Transports racks from storage unit, sets up racks according to Layout committee map of show. Works with Set Up.

Rack Take Down: Takes down racks and transports them back to storage unit.

Registration: Determines rules and requirements and deadlines for quilt registration.

Processes incoming quilts and organizes them for display and returns quilts to their owners at show's end. Works in conjunction with Quilt Take Down committee and Quilt Hanging committee.

Ribbons: Designs and fabricates all ribbons for the show. Works with Judging committee.

Secretary: Takes minutes at quilt show meetings.

Security: Employs security service for the hours the facility is not in use during the show.

Set Up: Includes SIX committees - Rack Set Up; Rack Take Down; Table Allocation; Taping Floor; Hanging Quilts; Drape Take Down and Folding.

Signage Indoor: Has signs made as needed for the show and places signs where needed, removes signs after show and stores them in the storage unit for the next show. Works with Public Relations Committee.

Signage Outdoor: Has signs made as needed, checks with the city for sign placement regulations and places them on the street to direct people to the show, takes down signs after the show and stores them in storage unit. Works with Public Relations Committee.

Small Quilt Auction: Encourages guild members to contribute small quilts for auction.

Operates a silent auction through the show's duration. Proceeds are for a designated charity as approved by the Board of Directors.

Special Exhibits: Applies and secures traveling exhibits or creates member exhibits. This committee also works with Community Outreach.

Spreadsheet: Enter information from the quilt show registration forms into Excel spreadsheet. Create various reports and merged Word documents to support the various needs of the Quilt Show committees.

Table Allocations: Rent more tables for show as needed.

Taping Floor: Follows plan set up by Layout committee, tapes show floor for racks. Works with Set Up.

Treasurer: Position filled by current Guild Treasurer.

Vendors: Solicits and secures contracts for the spaces provided; oversees vendor set up and needs during the show. Each vendor to supply at least one door prize and place an ad in our program.

Youth Challenge: Set up display of quilts made by area youth, awards for 1st, 2nd, 3rd.

Website: Update the Guild website with information about the Quilt Show provided by Quilt Show committees.