



Quilt Show Chairperson

Supersedes

Original - Standard Operating Procedure for Quilt Show Committee Chairperson

Current Chairperson

Katie Bopp

Job Description

The Chairperson of the bi-annual Quilt Show is responsible for recruiting volunteers to lead subcommittees. This function coordinates all efforts with the Eternal Quilters Quilt Show Chairperson. All chairpersons are responsible for maintaining any assigned budget targets.

NOTE: All Contracts committing FQG funds require Chairperson and either the President's or Vice-President's signature. A copy of the contract must be provided to the FQG Secretary.

The Quilt Show Committee Chair a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Quilt Show Chairperson

Item	Action
1.	Recruit subcommittee members. Subcommittees are listed in the proceeding steps.
2.	Coordinate Quilt Show schedule and events with Quilt Show Chairperson of Eternal Quilters Guild.
3.	Conduct kick-off meeting in October or November the year before the show of subcommittee leads to discuss where, when, admission fee, flyers, publicity, vendor letters, things to change, and new ideas. Follow-up status meeting in August to finalize plans with subcommittee leads. Provide initial layout to subcommittee members. Invite President to all Committee meetings.
4.	Select and schedule venue for quilt show. Date should be the last weekend in September in odd numbered years.
5.	Each year complete paperwork sent by Anne Arundel Rec & Parks to keep Friendship guild accredited. They send in April, it is due beginning of May.
6.	Manage the storage of the quilt stands and drapes.
7.	Provide listing of interior signs needed to the <i>Interior Sign</i> lead.
8.	Establish set-up and tear down plan.

QUILT SHOW CHAIRPERSON

	Item	Action
<i>Admissions and Viewer's Choice Subcommittee</i>	9.	Procure wrist bands and supplies to manage Admissions Desk and Viewer's Choice voting.
	10.	Recruit members to manage the entrances and collect entrance fee. Advise <i>Worker Sign-up</i> subcommittee lead.
	11.	Decorate tables for Admissions and Viewer's Choice Ballot box. Provide ballot box, ballots for Viewer's Choice. Provide cash box for Admissions desks. To be completed the night before the Quilt Show for all entrances.
	12.	Admission workers are to collect entrance fee and place wrist bands on attendees. Have attendees sign the registry.
	13.	At the end of the show, collect and tally votes for Viewer's Choice. Obtain prize monies from Treasurer. Award prizes to winners.
	14.	At the end of the show, tear down tables from admission and ballot areas.
<i>Advertising/Publicity Subcommittee</i>	15.	Create flyers once date and venue has been identified. Provide flyers to both FQG and EQ.
	16.	Send flyer to local quilt guilds via email.
	17.	Send flyers to local quilt shops.
	18.	Write article for local newspapers and ensure the article is published.
	19.	Put out directional signs the night before the quilt show.
	20.	After the show, collect directional signs.
<i>Charity Subcommittee</i>	21.	Collect samples and patterns of charity projects from both Guilds.
	22.	On the night of set-up decorate table for Charity display.
	23.	At the end of the show, tear down table(s) from charity display area.
<i>Demonstrations Subcommittee</i>	24.	Recruit members to do demonstrations.
	25.	Coordinate with Quilt Show Chairperson location of demonstrations.
	26.	Select demonstrations/provide detailed instructions for handouts.

QUILT SHOW CHAIRPERSON

	Item	Action
Grab Bags Subcommittee	27.	Provide schedule of demonstrations to Chairperson, to <i>Layout Committee</i> for program, to Webmaster, and <i>Interior Sign</i> subcommittee lead.
	28.	Collect new or gently used items from members for grab bags. Fill grab bags.
	29.	Recruit members to manage the Grab Bag station during Quilt Show. Advise <i>Worker Sign-up</i> subcommittee lead.
Layout Subcommittee	30.	On Friday night, set-up up Grab Bag station. Provide cash box.
	31.	At the end of the show, tear down table from grab bag station.
	32.	Prepare registration forms in both Word and .pdf formats. Send to Webmaster for Friendship Quilters and to Eternal Quilters.
	33.	Receive registration forms and photos.
	34.	Enter registration data into Access database.
	35.	Plan layout of the show, assign location numbers and enter into database. Send information to the <i>Quilt Registration</i> subcommittee lead.
	36.	Provide layout information to <i>Hanging</i> subcommittee lead.
	37.	Prepare packets for each row to include registration forms with locations and attached photos.
	38.	Prepare program in Word. Have programs printed.
	39.	Make copies of registration forms and three-hole punch. Prepare labels and attach to quilt registration forms. Give to <i>Quilt Registration</i> subcommittee on Friday night of show.
	40.	Place blue tape on floor marked with each section's location codes prior to hanging quilts.
	41.	Prepare scavenger hunt list for children along with cheat sheet with answers, and provide inexpensive prizes for participants.
	42.	Recruit Row Captains to be in charge of placing the quilts in the sections to be ready for the <i>Hanging</i> subcommittee.
	43.	Provide supplies such as plastic trash bags or sheets to lay quilts on to keep from getting soiled.
	Quilt Registration Subcommittee	44.
45.		Prepare tags to be hung on quilts.

QUILT SHOW CHAIRPERSON

Hanging
Subcommittee

Item	Action
46.	Set up tables marked with locations on which to place quilts for Row Captains.
47.	Collect completed registration forms from the <i>Layout</i> lead.
48.	On the night of set-up register each quilt as it is delivered. Owners shall sign registration forms. Attach label with identified hanging location (row, section, and placement) on the bottom right hand corner of the quilt.
49.	At the end of the show, have owner sign for quilt(s) when being picked up.
50.	Recruit members (and their husbands) to assist in the setting up of the quilt racks and in hanging quilts.
51.	Pick up quilt towers, hangers and curtain storage containers from storage facility prior to night of set-up.
52.	Provide supplies for hanging event. <ul style="list-style-type: none"> • Tape for floor covering (if necessary) • Filled gallon jugs and covers to weight down the quilt towers. • Pins for hanging quilts. • Step Ladders • Plastic pants hangers • Gallon jug covers
53.	On the night of set-up, assemble quilt towers per predetermined layout, anchor with filled gallon jugs.
54.	Row Captains to lead quilt hanging efforts the Friday night before Quilt Show.
55.	Hang identification tags on quilts. (see <i>Quilt Registration</i> subcommittee)
56.	At the end of the show, set up tables marked by alphabet, remove quilts, and organize on tables for pick-up by Quilters. Remove drapes/sheets. Determine if drapes/sheets need laundering prior to storage. Disassemble quilt racks and put back into storage containers. Return storage containers back to storage facility.
57.	Gather all interior sign requirements from the <i>Quilt Chairperson</i> .
58.	Create all interior signs.

Interior Signs
Subcommittee

QUILT SHOW CHAIRPERSON

	Item	Action
<i>Peddler's Table Subcommittee</i>	59.	On the night of set-up, hang interior signs in assigned locations.
	60.	At the end of the show, collect all interior signs.
	61.	Recruit members to manage the Peddler's tables during Quilt Show. Advise <i>Worker Sign-up</i> subcommittee lead.
	62.	Collect items from members or have members deliver to the venue the Friday night before the quilt show.
	63.	Establish pricing methodology.
	64.	On the night of set-up, receive items from members. Set up tables to display the items.
	65.	Provide cash box to members managing the tables.
<i>Potluck Dinner subcommittee</i>	66.	At the end of the show, clean up and dispose of any remaining items.
	67.	At Guild meetings prior to the quilt show ask for volunteers to bring in a dish or provide monetary donations to provide dinner for the Quilt Show set-up teams.
	68.	Recruit members to set up buffet lines.
	69.	On the night of set-up procure additional food items i.e., chicken.
	70.	On the night of the set-up, lay out buffet line. Set-up drink station.
<i>Props Subcommittee</i>	71.	Clean up after dinner.
	72.	Recruit members to assist in setting up props for the Quilt Show.
	73.	Collect props from members of the Guild.
	74.	On the night of set-up, distribute and display props throughout the venue.
<i>Raffle Quilt Subcommittee</i>	75.	At the end of the show, collect all props. Return them to their owners.
	76.	Recruit members to assist in making the FQG raffle quilt for the show. NOTE: Raffle quilt should be ready one year in advance of the show date.
	77.	Select a pattern and color scheme. Ensure that the Guild has permission to use pattern and can create photocopies of finished quilt for advertising.

QUILT SHOW CHAIRPERSON

Item	Action	
78.	Procure materials. Stay within targeted budget. See Treasurer for dollar allowance.	
79.	Assemble and complete quilt.	
80.	Procure raffle tickets for the Quilt. NOTE: Special Events Coordinator will distribute raffle tickets to the Membership and collect monies from those sales.	
81.	Assign a Quilt Mother. The Quilt Mother is responsible to taking or assigning someone to take the quilt to events to promote the quilt show and sell raffle tickets.	
82.	Recruit members to manage raffle quilt table and sell tickets during the show. Advise <i>Worker Sign-up</i> subcommittee lead.	
83.	On the night of set-up, hang raffle quilt at assigned station. Provide cash box to members managing the table, a container to collect raffle stubs and decorate the table.	
<i>Raffle Baskets Subcommittee</i>	84.	Collect new or gently used items from members for raffle baskets. Organize and fill baskets.
85.	Recruit members to manage raffle basket table and sell tickets during the show. Advise <i>Worker Sign-up</i> subcommittee lead.	
86.	On the night of set-up, decorate tables. Provide cash box and containers for tickets. NOTE: Treasurer will provide two-part tickets.	
<i>Silent Auction Subcommittee</i>	87.	See separate Standard Operating Procedure FQG-07 for details.
<i>Vendors Subcommittee</i>	88.	Select food vendor to provide food and refreshments during the Quilt Show. Vendor must supply own resources and should be able to provide services outside of the venue.
89.	Solicit a variety of quilt vendors to display and sell at the show utilizing application form (See Appendix A).	
90.	Record applications and payment. Provide confirmation back to vendor. Provide any additional information requested from vendor.	
<i>White Gloves Subcommittee</i>	91.	Recruit members to do white gloves during the show. Need to have two people in each room. Advise <i>Worker Sign-up</i> subcommittee lead.
92.	Provide clean gloves for the day of the quilt show. White gloves can be handed out at the <i>Worker Sign-up</i> station.	

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Worker Sign-up Subcommittee

Item	Action
93.	Provide instructions to the volunteers. <ul style="list-style-type: none"> • Walk around display area 10 minutes/rest for 5 minutes/ <ul style="list-style-type: none"> ○ Repeat for your one hour duty • Find quilts of interest and suggest viewing to attendees • Keep Quilts under observation to keep them safe • Remind attendees DO NOT TOUCH QUILTS • Answer questions
94.	Prepare chart for members to volunteer to work at the Quilt Show. Subcommittees will inform Worker Sign-up Lead of volunteers and times.
95.	Recruit members to manage worker sign-in table during the show.
96.	Solicit both FQG and ET members to volunteer where there are openings.
97.	Purchase/create name tags for workers to wear during the show.

Previous Chairperson

Katie Bopp	2013
Katie Bopp	2011

Appendix A

The Friendship and Eternal Quilt Guilds Present “A Quilter’s Harvest”

The members of Friendship and Eternal Quilt Guilds are pleased to announce their 11th Bi-Annual Quilt Show to be held at Brooklyn Park Middle School, 200 Hammonds Lane, Brooklyn, Maryland 2122, in Anne Arundel County on September 26 and 27, 2015, 10 am - 4 pm. We anticipate a great show; there will be lots of quilts, quilting demonstrations and workshops plus a silent auction.

We invite you to show and sell your merchandise at our event. The cost for a 10’ x 20’ space will be \$100.00 for the entire weekend. Please reserve your space using the form below. Set up will be Friday evening at 5p.m. Thank you. We look forward to seeing you there!

Lynne Kampe (410-766-6010) quilter612@verizon.net

Name _____ Type of Product _____
Name of Business _____ Phone _____
Full Address _____
E-mail _____

I would like to do a promotional demonstration of my product _____
I would like to donate a gift for a vendors raffle basket? Yes _____ No _____
Table rental (8 ft) number of tables _____ @ \$10.00 each
Number of spaces _____ @ \$100.00 per space
Total amount enclosed \$ _____

Please detach the lower portion of this form and enclose a check made payable to Friendship Quilters and mail to: Lynne Kampe, 11 Ivy Lane, Glen Burnie, MD 21060.