

JOB DESCRIPTIONS—MASTER LIST

ADMISSIONS:

- Set up admissions table
- Set up ticket sales
- Have programs, gloves, and peoples choice ballots ready to hand out
- Have return basket for used gloves
- Have ballot box for peoples choice ballots
- Have sign-in and comment book
- Work with scheduler for number of people needed and time

HOSTESSES

- Arrange white gloves—clean if necessary
- Work with scheduler for number of hostesses and time slots
- Be sure hostesses have name tags, aprons, and are familiar with winning, interesting quilts, and/ or other information needed as they come on duty.

AWARDS

- Work with Judging to determine the type and number of ribbons needed
- Purchase ribbons
- Verify winners; attach awards when the quilts are hung

DECORATIONS

- Decides on appropriate theme and decorations to use
- Must consider ways to protect viewers from the quilt stands and vice versa
- Creates posters and signs for in the building during the show
- Arrange background music
- Decorates on set-up day
- Takes down on clean up day

DEMONSTRATIONS

- This may be divided into two or more groups if it is decided to have our quilters quilt, do make-it take-it, or arrange for us to have professionals such as Linda Cantrell
- Professional
 - Find demonstrators/lecturers
 - Arrange place to demonstrate
 - Make arrangements for overnight stays and meals if necessary
 - Make sure demonstrators have what they need at show time
- Make it-take it
 - Find demonstrators
 - Arrange place
 - Make packets of materials for viewers to work on.

DONATIONS IN TOWN

- Write letters to and personally speak to town and county merchants
- Create a list of donors
- Collect money and/or other items
- Work with award committee to determine how money and prizes will be used
- Work with admissions and Door prizes for goodie bags
- Work with recorder to make sure prizes are listed correctly on quilts
- Work with Programs to make sure our sponsors get credit in the program.
- Write thank you notes.

DONATIONS OUT OF TOWN

- Need to update and type list
- Create letter of request and address and mail
- Collect items and catalog as they come in. Need to know who doesn't respond.
- Work with award committee to determine how awards will be use
- Work with admissions and door prizes.
- Write thank you notes.

DOOR PRIZES

- Work with admissions on way to choose winners
- Work with donations to determine door prizes
- Let scheduler know how many people and when help is needed.

EXHIBITS

- Determine what exhibits we would like. Linda Cantrell and Marti Michell have both offered
- Possibly do a vintage exhibit, possibly do a non judged mystery quilt exhibit
- Arrange space
- Arrange delivery and return of items—need a form similar to registration form
- Arrange set up and take down
- Work with scheduler for personnel
- Make sure there are gloves
- Work with programs as needed
- Work with recorder as needed for placards
- Write thank you notes

HOSTESSES

- Decide style of apron—report to show chairman who will help arrange a workshop or patterns to make aprons
- Arrange white gloves—clean if necessary

Work with scheduler for number of hostesses and time slots
Be sure hostesses have name tags, aprons, and are familiar with winning, interesting quilts, and/ or other information needed as they come on duty.

INSURANCE

Checks our current policy and contacts NQA for appropriate show insurance
Provides written information about coverage to show chairman

JUDGING

Arranges for judge(s), and her(his) accommodations from Sunday night through Tuesday.

Get signed contract from judge—be sure copy is given to show chairman.

Arrange space for judging—work with registration and recorder

Work with scheduler for workers

Registration book handler

2 scribes per shift

2 quilt handlers per shift

2 quilt folders per shift

recorder

MEMBERS BOOTH

Have consignment sheets available for members by September

Set up on Wednesday or Thursday??? Arrange appropriate equipment

Work with scheduler for staff needed to set up and take in items from members

Work with scheduler for staff to man booth during the show.

Train booth worker on how to maintain sales records-consider a written instruction sheet.

Arrange for unsold items to be returned to owners

PROGRAMS

Work with show chairman, guild officers, as to what needs to be in program.

Arrange printing, determine costs

Determine approximate number

Consider ads—have a co-chair who would solicit ads?

Work with Recorder to print lists of winners.

Work with Vendors for list

Work with Donations for list

Pick up from printer and deliver to Admissions

PUBLICITY, ADVERTISING, WEB SITE

Newspapers and other media

Magazines

Other guilds

Flyers in area quilt shops
Keep Web Site updated.
Be sure Show Chairman has a list of all places contacted
Design posters and flyers

RECEPTION

Make arrangements for the reception on Wednesday night
Generally this has been finger foods and punch
Work with Judging and Awards for presentation of awards

REGISTRATION

Decides on categories
Create registration form—we have one—just needs updated
Send registration forms to other guilds and quilt shops
Be sure form is on web site
All forms and quilts will be mailed to the registrar
Mail return postcards.
Be sure recorder gets the returned forms as soon as possible so she can start
spread sheet
Work with Judging to assign numbers to forms or quilts as they come in
Arrange building for receiving hand delivered quilts and for judging
Work with Scheduler for workers to take in hand delivered quilts and sort the
quilts to get them ready for judging
Work with set up committee to be sure quilts are properly labeled and arranged
Work with take down committee to be sure quilts are returned and awards
distributed

RECORDER

Records all quilt entries from the registration forms in a spread sheet.
Sorts and provides a list for the judging committee.
Provides a list for Set up and take down.
Provides a list for Programs.
Provides other lists of quilt entries as necessary for the show.

SCHEDULER

Works with all committees who need volunteers during quilt week
Has sign up sheets ready for the August/September meeting
Makes phone calls to solicit additional volunteers if necessary
Mails or hands each volunteer a personal work schedule

SCHOLARSHIP QUILT/TICKET SALES

Designs or finds design for the quilt
Makes kits or has workshops to complete the assembly of the quilt

Works with quilt room on quilting.

Another person may be in charge of ticket sales—this person would package tickets for members to sell, collect sales from members, help at other events with ticket sales.

SECURITY

Arranges a guard for the show dates

Do we need a guard for the judging dates?

Arranges payment for the guard (meals?)

SHOW SET-UP AND TAKE DOWN

Gets a list of the quilts with sizes from the Recorder

Draws a set up plan

Works with scheduler for volunteers to move and set up and take down frames.

In continuing to work with Ramsay Center—hire student help for the appropriate times.

Oversees hanging of the quilts—double checks name tags and ribbons.

Works with Registration committee at take down to make sure quilts are properly removed from the frames. Registration committee will oversee return of quilts while set up committee finishes packing up the frames and other equipment.

SILENT AUCTION

Have rules sheet ready to hand out by spring meetings

Collect items as completed

Help with set up—arrange volunteers with scheduler as needed

Make bid sheets

Announce winners on Saturday

Collect the money from winners, call as needed and mail as needed. (probably should do the drawing at least an hour before the show closes in order to have time to contact all winners.)

TREASURER

Makes quilt show budget.

Collects and keeps record of show monies

May want help to collect money at regular intervals during quilt show days

Prepares final report

VENDORS

Writes letter inviting vendors to participate—this may need to be done before the end of the previous year as some vendors decide their next year in December.

Vendors will set up on Thursday and must stay through Sunday close of show

Collects fees and turns into treasurer; collects contracts—be sure Show chair has a copy.

Works with Publicity and Programs to be sure vendors are included on flyers and in the program for the show

Works with SET Up to be sure vendors have appropriate space

FASHION SHOW CO-ORDINATOR

Co-ordinates fashion show for the night of the reception

Arranges models

Arranges additional garments not in the show itself if needed

Arranges announcer

Works with scheduler if additional personnel is needed