



## 2011 Quilt Show Committees: Job Descriptions

In order to have a show, we need volunteers right away to head and work on the following committees. Much work must be done in the year leading up to the show. The more people who participate in the work, the easier the work is for all. Please volunteer and get your friends to work with you. Any committee can have more than one chairperson.

Committee	Description
Show Chairs	Organize and meet with committee chairs; prepare budget, report to the Guild Board monthly about progress and needs. GET VOLUNTEERS.
Admissions	This committee greets show visitors when they arrive, takes their admission fees, and assists visitors with their wrist bracelets. Even though you are in one place, this is a fairly physically demanding job. Must be able to handle money, and have good people skills.
Awards	This committee works with the Judging committee. It determines what ribbons will be given for the various show awards.
Boutique	This committee designs specifications for what will be sold in the boutique, designs the boutique submission forms, and determines the schedule for the boutique items drop-off and pick-up. The committee presents ideas for boutique items to members, encourages them to start making things early, and helps members set prices for their items. <i>This committee operates all through the show.</i> During the show this committee manages the boutique – selling items, collecting money and tracking sales by member. This committee determines how many volunteers they need and notifies the volunteer coordinator.
Charity	Organize and run Guild charity activity at the show.
Donations	This committee contacts quilt shops, book publishers, etc for door and raffle prize donations. As donations are promised, the committee follows-up, collects the items, keeps a list of prizes and donors, and keeps the website person up-dated with the information.
FIT Liaison	Work with FIT to specify requirements for space, AV support, Security, maintenance, etc. Requirements must be obtained from the Speakers committee, and the Show chairs. Be the point-persons with FIT during the show.
Group Sales	Collect group reservations and payments, make arrival packets, answer group questions.
Judging	This committee finds judges for the show. This committee determines the quilt categories, the judging criteria and judging methodology. The committee designs the quilt submission forms for the member packets and the judging forms. As soon as the categories and criteria are determined, the committee sends a write up for the

	<p>next Newsletter issue. This committee works with the Quilt Show Submission Committee to ensure all information on the form is understood. The committee runs the quilt judging process, including taking care of the judges needs, organizing quilt take-in and return, and preparing the judges comments to be returned to the quilter at the end of the show. The committee records all awards and communicates these to the Quilt Show Program Design committee. The final task of the Judging Committee is to hang the awards after the quilts are hung on Friday.</p>
Press/ Publicity -Media	<p>This committee gathers names and contact information for major quilting magazines, local newspapers, local radio and television stations, and puts together a schedule for sending quilt show information in the format required for each. At the appropriate time, this committee sends information to the list, and then follows-up via telephone. This committee designs pre-show publicity post cards, posters, and other items, and works with a printer to produce items needed. Ideally this committee should work closely with the Show Program Committee so all promotional materials will have a consistent look and we won't duplicate efforts.</p>
Publicity – other Guilds	<p>This committee collects contact information for quilt guilds, and corresponds with the guilds about our show. If requested, this committee arranges for docents to take groups on tours of the show – explaining the quilts and the art of quilting as appropriate.</p>
Quilt Show Day-of-Event activities	
Quilt Show Layout	
Quilt Show Admissions and Returns	<p>Determine schedule for quilt drop-off, and system for quilt arrival (let the volunteer coordinator know how many volunteers are needed). This committee accepts the quilts, making sure that they are labeled and sorts the quilts into show-location categories for the quilt hanging committee. This committee also organizes and manages return of quilts at the end of the show.</p>
Quilt Show Set-up and Take-down	<p>Set-up and take-down are the most physically demanding jobs of the show, and friends &amp; family are welcome and encouraged to participate! The quilt frames need to be set up, with backdrops distributed and hung. Tables need to be distributed and draped. This activity takes place on the Friday before the show and at the end of the show on Sunday.</p>
Quilt Show set-up: Label Hanging	<p>After the quilts are hung, labels need to be attached (somehow) near the quilts). Accuracy of labeling is a primary concern.</p>
Quilt Show Program Advertising	<p>Solicit advertising for the Quilt Show Program from show vendors, guild members and others. Determine advertising rates (to be approved by the Show Committee) and get contracts with advertisers. Work with Show Program committee to communicate requirements</p>

	to advertisers.
Quilt Show Publicity and Program Design	Design show postcards, show advertisements, the show program, labels for quilts to be hung in the show, the viewers choice ballots, and other promotional materials as requested. Find / work with a printer. This committee sets the prices of advertisements in the show program, solicits advertisers, collects ads and ad revenue and lays out the program. This committee is responsible for data-entry from the quilt submission forms, for proof-reading the data-entry, and for the program layout. This committee works with the show program printer to set the quantity of programs to be printed, and to set-up the printing schedule. This committee also stuffs the programs with the voters' choice ballots, and any other inserts on the day before the show so that the programs are ready for the admissions committee.
Quilt Show Photography	Photograph all quilts hung in the show. There are a few sit-down jobs: recording the photos taken and taking any notes requested by the photographer, but mostly this is a fairly physical job. Quilts need to be unfolded, the labels moved to the back of the quilt, the quilts threaded on a bar and hung on the backdrop, straightened, and then removed after the photo is taken. This is a great job if you want some exercise! The timing of the photography is to be determined by the judging and quilt submission committees in conjunction with the photographer(s).
Quilt Show Submission	This committee runs the submission process, collecting the quilt submission forms (that were designed by the Judging Committee), making sure that all the information is filled in completely and accurately. Photos must accompany submission forms. Any missing or illegible information must be checked with the quilter. Once the forms are collected, and the information verified, the submission form information is recorded in an Excel spreadsheet, and the forms are duplicated and distributed to: (1) The quilt set-up committee (quilt size calculations); (2) The quilt lay-out committee (uses the original photographs); (3) The Show Program Committee (enters the quilter and quilt description information); (4) The volunteer committee (to line-up volunteers); (5) The guild website.
Raffle Sales	This committee organizes printing, distribution and sale of Quilt raffle tickets, to Guild members and to people who order tickets via mail or email. It is responsible to collect raffle tickets and money, track income and guild participation and give the money to the Treasurer. The committee arranges for raffle quilt appearances at local quilt shops (contact shops, create schedule, get the quilt there and back, and track ticket sales.) It answers questions about the raffle quilt and ticket sales. The committee reports ongoing tally of income at monthly guild meetings. The committee organizes and runs other raffles if prizes are available.

Speakers	Determine the number of speakers / lectures for the show, and line up those people. This work also involves working with FIT audio-visual department to line up the necessary equipment (slide projectors, microphones, etc.). Determine the numbers of volunteers needed and notify the volunteer coordinator
Vendors	Determine number of vendors; set booth size and rental fee; contact vendors that we would like to have at the show, create the necessary contracts, and do the necessary follow-up. In addition to working with the individual vendors, this committee works with FIT personnel (space and layout requirements), and the City of NY (for parking availability for vendor arrival / departure). This committee handles all correspondence from potential vendors, and keeps the guild up-to-date with the vendors and their contact information. <i>The committee works all through the show.</i> Vendor packets and nametags need to be made.
Volunteer Assignments Day-of-event activities	This committee gathers volunteer requirements from the various quilt show committees and lines up volunteers for each slot. This committee's work continues throughout the show. This committee will make sure that every person who enters a quilt in the show is signed up to perform the required number of volunteer hours, and will track this participation. Schedule volunteers for day-of-event activities not covered by other committee requirements including White Glove, Greeters, Coat Room, Information Table, and selling Guild memorabilia.
Website	Coordinate with website manager to ensure current information is on the website about the show. As needed, assist with communication to people who e-mail for information about the show.