

2017 Quilt Show Teams

Descriptions for each team, and when they are active are provided. Some teams are already complete! (*) means we need a large number of volunteers. Please sign up!

TEAM	DESCRIPTION/SKILLS	ACTIVE WHEN?
<i>Adopt-A-Quilt*</i>	Coordinates activities involved the collection presenting, and raffling of blocks which have been turned into mini quilts by members.	Sept-Apr
<i>Advertising</i>	Sells advertising for our show program. Calls advertisers, sends contracts, makes sure that sold ads run as ordered in the program	Sept-Mar
<i>Boutique*</i>	Sells items donated by members during the show. Coordinates collection, display of these items. Note: items can be stored at our storage facility.	Sept. Mar.
<i>Charity</i>	Organizes and operates charity booth during the show. Coordinates attendees who wish to sit and sew.	April
<i>Coat Check</i>	Collects and returns coats to our many guests. <i>Note: This team is completely filled.</i>	April
<i>Donations</i>	Collects donations for raffle at show; outreach to vendors; items collected can be kept at storage facility. Works in conjunction with <i>Show Raffle</i> team.	Sept-Mar
<i>Hospitality</i>	Greets visitors and provides tourist and guild information; should be someone who has a good knowledge of quilt/sewing resources in NYC, and local eateries/transportation. <i>Note: as long as you can read a map, you can assist here!</i>	April
<i>Intake</i>	Collects quilts on the Friday before the show, and issues receipts used for quilt return.	March

Judging	Assists in designing the submission form; recruits judges for show, organizes judging day, in which quilts are assembled and critiqued. <i>Note: Team need is for scribes on day of judging.</i>	June-Mar
Layout	Produces logistical layout of show on paper using forms; will work in conjunction with setup team.	Feb-Apr
Photography	Creates disk of all quilts displayed in the 2017 show for sale. Will also take photographs during show for future promotion, and general guild history journaling.	April
Program	Organizes information about the show and advertisers; should have excellent computer and design skills.	Feb-Mar
Publicity	Promotes the 2017 show externally. Identifies opportunities to share information about our upcoming show.	Apr-Apr
Quilt Return*	Returns quilts to owners on after our show on Sunday; ensures that receipts are properly submitted.	Apr
Raffle Quilt	Coordinates of ticket sales for 2017 Raffle Quilt, and display of 2017 quilt at different guilds.	Sept-Apr
Ribbons	Creates special ribbons for show	January
Setup*	Executes the presentation of quilts on the Friday of the show; works in conjunction with <i>Layout Team</i> .	
Show Raffle	Organizes items collected by <i>Donations Team</i> for raffle	Sep-Mar
Signage	Creates signage for use at the show, and outside the show, directing people to our event.	Jan-Mar
Submissions	Collects and reviews member submission forms. Works in conjunction with <i>Judging, and Intake Teams</i> . <i>Note: This committee is complete.</i>	Jan-Mar
Take Down	Removes quilts and organizes them for return to members.	Apr
Ticket Sales	At door sales of tickets on Saturday and Sunday of show.	Apr
Vendors	Recruits vendors for the show; coordinates contracts and is vendor-guild liaison at show.	Sep-Apr

<i>Volunteers</i>	Coordinates all volunteers; works with various teams and members to suggest volunteer opportunities. Volunteer forms will be digital; some members should be comfortable with basic computer skills.	Oct-Mar
<i>White Glove*</i>	Provides opportunity for visitors to learn more about the quilts hanging in our show. <i>Note:</i> We would like to have enough volunteers so that white glove sessions are no longer than an hour. Please sign up for this team even if you have volunteered elsewhere	Apr