

QUILT SHOW COMMITTEES – 2021 *(Rev. Aug. 2021)*

*(*New position)*

COORDINATORS	BRIEF DESCRIPTION OF DUTIES
CO-CHAIRS Linda Hartman & Kris Ricci	Responsible for all aspects of the quilt show. Contact guild members to fill various jobs. Communicate with all quilt show coordinators in the planning and execution of their areas of responsibility. Help and advise as needed. Communicate quilt show plans to the guild board and guild members.
VOLUNTEER COORDINATOR* Carol Kendra	Coordinate with all quilt show teams their need for volunteers during all aspects of quilt show. Set up SignUp Genius for volunteers. Publicize where volunteers are needed and how to sign up.
BOUTIQUE TABLE Linda Hartman	Organize donations to be sold. Suggest items that could be sold by articles in the newsletter or guild meetings. Arrange a sewing day to work on boutique projects. Set up and take down boutique area. Return unsold items to guild members.
DECORATIONS Volunteers as needed	Decorate specified areas of quilt show.
FACILITIES Linda Hartman	Act as a liaison between the guild and the Visitors Center for quilt show facility needs.
POWERPOINT PRESENTATION* Maria King	Develop a powerpoint presentation for Smart TVs in the Visitors Center.
PUBLICITY	Volunteers as needed to circulate quilt show post cards and posters.
REGISTRATION Merry Bush & Cindy Walker	Work with co-chairs to update registration forms and quilt registration process. Schedule dates when quilts can be dropped at quilt show and picked up after the show. Receive registered quilts, work with Set Up/Take Down team regarding hanging of the quilts and taking down the quilts.
SET UP/TAKE DOWN	Work with co-chairs to schedule set up/take down quilt show. Organize transportation of quilt show materials from the storage facility. Work with the Registration Coordinators regarding the hanging of the quilts and taking quilts down after the show. Return all materials to the storage facility.
VIEWERS CHOICE Jana Franklin	Prepare copies of ballots for Viewers Choice ribbons. Obtain Viewers Choice ribbons. Place ballot boxes at quilt show entrances. Schedule ballot tabulation at designated time before the end of the quilt show. Notify winners. Pin Viewers Choice ribbons on appropriate quilts.
VOLUNTEERS* All Guild Members	To make our quilt show successful it takes all members of the guild volunteering! Volunteer when called. Sign up on SignUp Genius. (link is on website under Quilt Show). Everyone can help in some way.
WHITE GLOVE Bev Svoboda	Arrange stations at the quilt show so that all quilts can be seen by the White Glove volunteers. Prior to show launder white gloves. Distribute gloves during show. Give instruction to white glove volunteers before the show on what is expected ,