

# Redwood Empire Quilters Guild

## Job Description

Rev. 08/2010

Job Title	Quilt Show
Voting Board Member	Yes
Key Responsibilities	
Tasks Prior to Guild Meeting	Conducts monthly quilt show meetings. See detailed pages following.
Tasks During Guild Meeting	<ul style="list-style-type: none"> <li>• Gives quilt show updates at each guild meeting.</li> <li>• Encourages participation as volunteers.</li> <li>• Encourages participation as entrants.</li> </ul>
Newsletter Articles	<ul style="list-style-type: none"> <li>• In the year prior to the show multiple articles to solicit chairs for various committees.</li> <li>• Starting in September of the guild year in which the quilt show takes place submit monthly articles about the quilt show, needs for volunteers, entry process, etc.</li> <li>• Coordinate special edition newsletter and articles from all committee members that is published at the end of June just prior to the quilt show.</li> </ul>
Preparation for Board Meeting	<ul style="list-style-type: none"> <li>• Gives an update on the quilt show at each board meeting.</li> <li>• Read minutes from prior board meeting and be prepared to submit any corrections.</li> <li>• Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.</li> </ul>
Financial Impact – Income	This is the major source of the guild’s income from the show itself and from the sales of tickets on the Opportunity Quilt. See attached copy of a quilt show budget.
Financial Impact – Expense	The show is a major source of expense as well. See attached copy of a quilt show budget.
Interfaces with which Other Board Members	Can interface will all board members but especially with the President and the Treasurer.
Interfaces with Outside people/companies	<ul style="list-style-type: none"> <li>• Redwood Acres Fairgrounds</li> <li>• Security Agency</li> <li>• Caterer</li> </ul>

	<ul style="list-style-type: none"><li>• Publications: online, paper, radio, and television</li></ul>
Detailed Instructions	See following pages

# Quilt Show Detailed Instructions

## *Book Event*

In January or early February of year preceding the Quilt Show: Reserve the desired Redwood Acres Fairgrounds buildings, including Franceschi Hall, Home Economics, Arts & Crafts, ticket booth, and possibly the Turf Club, for Setup days Thursday and Friday, Reception and Quilt Show Preview Friday evening, and Quilt Show Saturday and Sunday for either the third or fourth weekends in July of Quilt Show year.

## *Committee Formation*

In spring of year preceding the Quilt Show, form the Quilt Show Committee by means of announcements at monthly REQG guild meetings, at monthly REQG Board meetings, and in monthly REQG Redwood Remnants newsletters. Have available at the Membership Table at guild meetings the list of open Quilt Show Committee positions with spaces for write-in signups, handouts describing the responsibilities of the various Quilt Show Committee positions, and a list of the Quilt Show Committee membership to date. Be sure to include in announcements the important Quilt Show dates: Setup days Thursday and Friday, Reception and Quilt Show Preview Friday evening, Quilt Show Saturday and Sunday, post-show Takedown and Claiming Sunday, and Equipment Return on Monday.

Committees include (but may have minor changes from show to show)

- Administration
- Awards and Viewer's Choice
- Bed Turning
- Children's Area
- Claiming Quilts
- Door Prizes
- Entrance Décor
- Facility Liaison
- Featured Quilter
- Reception
- Guild Area
- Hanging the Show
- Marketplace
- Opportunity Quilt

Posters  
Programs  
Publicity  
Quilt Entries  
Quilt Sales  
Raffle  
Receiving Quilts  
Setup  
Take Down  
Ticket Booth Supervisor  
Treasurer  
Vendors  
Volunteers  
Wearable Art / Free Form

## ***Meetings***

Hold monthly Quilt Show Committee meetings, starting with June of year preceding the Quilt Show through August of Quilt Show year. Meetings are generally two to three hours in duration, starting promptly at 6:00 or 6:30 pm. The Humboldt Area Foundation has a large enough meeting room to accommodate the entire Quilt Show Committee comfortably, with circled tables so that committee members can easily see and hear one another. Attendance at Quilt Show Committee meetings makes for ease and efficiency of communication from Quilt Show Administration to members and among individual committee members.

Agendas for Quilt Show Committee meetings should list every committee, so that progress of activities can be tracked, deadlines kept, specific issues discussed, decisions made and voted upon, suggestions offered, and problems resolved. The agenda and the previous meeting's minutes are emailed to those members online at least one week prior to each meeting and handed out at meetings to those without email. Minutes are taken by the Secretary at each meeting and approved or approved as corrected at the subsequent meeting. Following each meeting, contact those absent members who did not either send a substitute to give their report or give you or another committee member their report. It is extremely important to stay in communication with Quilt Show committee members for committee solidarity and for support of individual members in their activities to keep on schedule and meet deadlines.

## ***Activities by Month***

In June of year preceding the Quilt Show, hold first Quilt Show Committee meeting and hand out specific committee binders to respective specific committee chairpersons. If Quilt Show Committee positions are still open, brainstorm which REQG member or what mini group could fill or co-chair the position and assign the most appropriate committee member(s) to approach them. It is essential that time-sensitive positions, such as Treasurer, Publicity, Vendors, Raffle, Facility Concessionaire, and Facility Security, be filled and get into action this summer to meet deadlines and get best vendors and service providers. Distribute to members for their binders and personal calendars handouts with the important Quilt Show dates: Setup days Thursday and Friday, Reception and Quilt Show Preview Friday evening, Quilt Show Saturday and Sunday, post-show Takedown and Claiming on Sunday, and Equipment Return to storage unit on Monday. Collect information from Quilt Show Committee members for a contact list: names, home and/or work telephone and/or cell phone numbers, email addresses, and mailing addresses, noting relevant information about best times to reach person, etc. Make Quilt Show Committee contact list and distribute list to Quilt Show Committee members. Keep contact list updated.

During summer of year preceding the Quilt Show prior to the guild's budgeting process, prepare a Quilt Show budget. Be a participant in the REQG Budget Committee meeting to show Quilt Show budget.

By mid-August of year preceding the Quilt Show confirm that Treasurer has submitted, or will submit, the raffle document to the State of California due on September 1st.

In August of year preceding the Quilt Show, attend first REQG Board meeting of the guild year, which is the incoming/outgoing board members meeting. Vote to approve or approve as corrected the REQG budget which includes the proposed REQG working budget. Give Quilt Show Committee report and request assistance in filling any open Quilt Show Committee positions. Distribute handouts with the important Quilt Show dates: Setup days Thursday and Friday, Reception and Quilt Show Preview Friday evening, Quilt Show Saturday and Sunday, post-show Takedown and Claiming on Sunday, and Equipment Return to storage unit on Monday.

During fall of year preceding the Quilt Show provide occasional announcements about the Quilt Show at REQG guild meetings and in the Redwood Remnants newsletter. Request that REQG members put dates of show on personal calendars. Encourage members to make quilts and quilted

items for Quilt Show and suggest members consider volunteering in some capacity for the Quilt Show.

In September of year preceding the Quilt Show attend first REQG guild meeting of the guild year and announce Quilt Show dates and give date, time, and location of next Quilt Show committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting and hand out any remaining specific committee binders to respective specific committee chairpersons. If Quilt Show Committee positions are still open, brainstorm which REQG member or what mini group could fill or co-chair the position and assign the most appropriate committee member(s) to approach them. Update contact list. Reiterate the important Quilt Show dates: Setup days Thursday and Friday, Reception and Quilt Show Preview Friday evening, Quilt Show Saturday and Sunday, post-show Takedown and Claiming on Sunday, and Equipment Return to storage unit on Monday. Submit for approval the proposed Quilt Show committee budget, make final adjustments and vote on accepting this working budget, which is subject to any contingencies that may arise. Opportunity Quilt Committee displays the completed Opportunity Quilt.

In October of year preceding the Quilt Show attend REQG guild meeting. Announce date, time, and location of next Quilt Show Committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting.

In November of year preceding the Quilt Show attend REQG guild meeting at which Raffle Committee begins distribution of raffle tickets for Opportunity Quilt to guild members for them to sell. Announce date, time, and location of next Quilt Show Committee meeting to be held early in December to avoid holidays. Attend REQG Board meeting and give Quilt Show Committee report.

In December of year preceding the Quilt Show attend REQG guild potluck and meeting. Announce date, time, and location of next Quilt Show Committee meeting. No REQG Board meeting in December. Hold Quilt Show Committee meeting early in December to avoid holidays and holiday-related functions.

In January of Quilt Show year attend REQG guild meeting at which the REQG Challenge quilts and quilted items are displayed and voted on. Introduce the Featured Quilter(s) for the Quilt Show, present flowers and take pictures. Remind people who have entered items in the REQG Challenge to enter these items into the Quilt Show and encourage those who haven't finished their Challenge projects that there is still time to complete these items and enter them into the Quilt Show. Announce date, time, and location

of next Quilt Show Committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting. Confirm that Treasurer has submitted document to IRS by February. Set up date for special Inventory subcommittee to do equipment inventory at REQG storage unit in February. Set up date for special Inspection subcommittee composed of Facility, Concessionaire, Security, Reception, and any other interested Quilt Show Committee members to inspect Redwood Acres Fairgrounds in February.

In February of Quilt Show year attend REQG guild meeting and announce date, time, and location of next Quilt Show Committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting. Set up date for special Quilt Show Production subcommittee composed of Administration, Quilt Entries, Quilt Sales, Receiving Quilts, Hanging the Show, Show Setup, Awards, Show Takedown, Claiming Quilts, and any other interested Quilt Show Committee members to meet in March to coordinate activities. Confirm that all contracts are still in place: Facility, including that all equipment is operational and furnishings are available; Concessionaire, including what is needed in way of equipment; Security, including have operational cell phone system in case of emergency; and truck rental reservations. Make down payments on contracts as appropriate. Confirm have or will soon have copies of valid business licenses and insurance documents for all services and vendors. Confirm menus for Reception, for Concessionaire, and for Vendors. Inventory subcommittee does equipment inventory at REQG storage unit. Inspection subcommittee does Redwood Acres Fairgrounds walkthrough inspection.

During spring of Quilt Show year provide occasional announcements about the Quilt Show at guild meetings and in the Redwood Remnants newsletter: encourage REQG members to finish quilts and quilted items for Quilt Show, give dates when and where entry forms are due, when and where entries will be photographed, when and where entries are turned in, reiterate dates of Quilt Show and encourage REQG members to volunteer for Quilt Show jobs on the signup sheets at REQG meetings and other local guild meetings.

In March of Quilt Show year attend REQG guild meeting and announce date, time, and location of next Quilt Show Committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting. Give dates when and where entry forms are due, when and where entries will be photographed, when and where entries are turned in, reiterate dates of Quilt Show and encourage members to volunteer for Quilt Show jobs on the signup sheets at REQG meetings and other local guild meetings. Request that text and/or maps for the Quilt Show program from Quilt Entries, Featured Quilter, Opportunity Quilt, REQG Challenge, Children's Area, Marketplace, Vendors, Door Prizes, Show Setup, Hanging

the Show and Bed Turning, Concessionaire, Security, as well as Administration and Advertising, be delivered electronically to Programs before the April meeting so that Programs can prepare the first draft program mockup for proofreading then. Quilt Show Production subcommittee meets to coordinate activities.

In April of Quilt Show year attend REQG guild meeting and announce date Quilt Show entry forms are due, that Quilt Show entry forms can be turned in at May guild meeting when Quilt Show items can be brought to be photographed. Announce date, time, and location of next Quilt Show committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting. Pass around first draft of Quilt Show program mockup for proofreading, corrections, and comments. Request that text for articles for the special July or Quilt Show edition of the Redwood Remnants newsletter from Quilt Show Committee members be submitted electronically to the Quilt Show Committee Chair before the May meeting. As a starting point, hand out copies of text from the previous Quilt Show newsletter to respective members. Request from members their Redwood Acres Fairgrounds (Redwood Acres Fairgrounds) furniture and equipment request lists by building. Lists are due on or before June meeting. Set up date in early May for special Cash Control Policy subcommittee to meet and update policy for current Quilt Show.

In May of Quilt Show year: Cash Control Policy subcommittee meets to update policy for current Quilt Show. Attend REQG guild meeting at which Quilt Show entries are photographed and Quilt Show entry forms are due. Announce date, time, and location of next Quilt Show Committee meeting. Attend REQG Board meeting and give Quilt Show Committee report. Hold Quilt Show Committee meeting. Pass around updated Cash Control Policy for amendments and Committee approval. Pass around second draft of Quilt Show program mockup for proofreading, corrections, and comments. Vote to approve Quilt Show program or vote to authorize a special Programs subcommittee to finalize program text and format and have programs printed. Set up date for Programs subcommittee to meet. Pass around first draft of Quilt Show newsletter for proofreading, corrections, and comments. Vote to approve newsletter content. Confirm that all contracts are still in place. Make down payments on contracts as appropriate. Confirm have or will soon have copies of valid business licenses and insurance documents for all services and vendors. Confirm menus for Reception, for Concessionaire, and for Vendors. Remind members that their Redwood Acres Fairgrounds furniture and equipment request lists by building are due by the June meeting. Send final draft of Quilt Show newsletter content electronically to REQG Newsletter chairperson to publish in July.



In June of Quilt Show year attend REQG end-of-guild-year potluck and meeting. Ask guild members to act as volunteers for the remaining Quilt Show job slots. Give date, time, and location to deliver quilt entries. Announce date, time, and location of next Quilt Show Committee meeting. No REQG Board meeting in June. If necessary, Program subcommittee meets to finalize the Quilt Show program. Hold Quilt Show Committee meeting. Distribute the Quilt Show Schedule and the Quilt Show Emergency Contact List. Distribute copies of Cash Control Policy amended and approved at May Committee meeting to those needing copies for the Quilt Show. Confirm the Redwood Acres Fairgrounds furniture and equipment request list by building for the Quilt Show Committee. Set up date for Facility Liaison to deliver the Redwood Acres Fairgrounds furniture and equipment request list by building and the cleaning work order by building to Redwood Acres Fairgrounds office. Set up date for final pre-Quilt Show inspection of Redwood Acres Fairgrounds by special Inspection subcommittee composed of Facility, Concessionaire, Security, Reception, and any other interested Quilt Show Committee members. Confirm Program subcommittee has met and Quilt Show program master has gone to the printers.

In July of Quilt Show year: Special Quilt Show edition of Redwood Remnants newsletter comes out early in July. No REQG Board meeting in July. Week before Quilt Show Setup: Facility Liaison delivers Redwood Acres Fairgrounds furniture and equipment request list by building and the cleaning work order by building to Redwood Acres Fairgrounds office. Saturday before Quilt Show: Receiving Quilts accepts Quilt Show entries. Monday before Quilt Show: Hold Quilt Show Committee meeting. Confirm all committees are prepared for the Quilt Show. Distribute Quilt Show schedules and Quilt Show Emergency Contact Lists to members who may have misplaced theirs. Confirm have Quilt Show programs from printers. Tuesday before Quilt Show: Deliver check for balance of Redwood Acres Fairgrounds rental fee to Redwood Acres Fairgrounds office. Special Inspection subcommittee composed of Facility, Concessionaire, Security, Reception, and any other interested Quilt Show Committee members does final pre-Quilt Show walkthrough inspection of Redwood Acres Fairgrounds. Wednesday before Quilt Show: Show Setup picks up truck. Quilt Show Thursday: Pick up building keys from Redwood Acres Fairgrounds office. Oversee as Setup loads truck at storage unit, unloads truck at Redwood Acres Fairgrounds, and returns truck. Oversee as Setup puts up racks and arranges tables and chairs. Oversee as Quilt Show Committee members set up furniture in their respective areas. Quilt Show Friday: Have on site copies of Quilt Show documents in binder: state raffle form for nonprofit, rental agreement, contracts, business licenses, insurance certificates, and health department certificate for concessionaire. Oversee in the morning as Hanging the Show hangs quilts and Wearable Art and Free Form displays items. Oversee in the afternoon as Vendors checks in vendors and vendors set up booths. Open the

Quilt Show Reception at 6 pm and Quilt Show Preview at 7 pm. Oversee the events. Close the Reception at 8 pm. Close the Preview and lock up the buildings at 9 pm. Hand over Redwood Acres Fairgrounds keys to the security guard on overnight duty. Quilt Show Saturday: Have on site copies of Quilt Show documents in binder. Relieve the security guard at 9 am, get his report, and take back the keys. Unlock the buildings at 10 am. Oversee the Quilt Show. Confirm that Show Takedown picks up the truck before 12 noon and parks truck at the west loading door of Franceschi Hall (the Main Building). Close the Quilt Show at 5 pm and hand over Redwood Acres Fairgrounds keys to the security guard on overnight duty. Quilt Show Sunday: Have on site copies of Quilt Show documents in binder. Relieve the security guard at 9 am, get his report, and take back the keys. Unlock the buildings at 10 am. Oversee the Quilt Show. Close the Quilt Show at 4 pm. Oversee Show Takedown and Claiming Quilts. Confirm buildings have been cleared, all trash put into dumpster, and floors swept and/or mopped. Lock the buildings. Post-Quilt Show Monday: Return the keys to the RAP office. Oversee unloading truck at storage unit at 9 am and careful storage of quilt racks and Quilt Show equipment. Confirm truck is returned before 12 noon.

In August of Quilt Show year hold final Quilt Show Committee meeting at which all Quilt Show Committee receipts, reports, and binders are due. Confirm thank you notes have been sent as applicable. Confirm that Treasurer has submitted, or will submit, the raffle document to the State of California due on September 1st.

During fall of Quilt Show year confirm all receipts, reports, and binders have been turned in. Go through reports and binders and write up Quilt Show Chairperson's Quilt Show/Quilt Show Committee report. Confirm with Treasurer that all bills and reimbursements have been paid. Return binders to the storage unit. Do a post-Quilt Show inventory of items in the storage unit.

## Quilt Show Task List by Date

Must begin by	Must be complete by	Committee	Task Description	Subtask Description
Aug 2009	Dec 2009	Opportunity Quilt	Planning	Select design and colors for quilt
Aug 2009	Dec 2009	Opportunity Quilt	Planning	Obtain written copyright permission for pattern
Aug 2009	Dec 2009	Opportunity Quilt	Planning	Purchase supplies
Jan 2010	May 2010	Opportunity Quilt	Planning	Piece
Mar 2010	Mar 2010	Facility Liaison	Planning	Book event
Mar 2010	Jul 2011	Facility Liaison	Planning	Act as interface to Fairgrounds for any issues that arise
Apr 2010	Sep 2010	Administration	Planning	Solicit Committee chairs
Apr 2010	Jun 2010	Administration	Planning	Initial task list
Apr 2010	Apr 2010	Administration	Planning	Verify facility booked
Apr 2010	May 2010	Facility Liaison	Planning	Write letter to fairgrounds board re:discount
Apr 2010	May 2010	Opportunity Quilt	Planning	Baste
May 2010	Aug 2010	Opportunity Quilt	Planning	Quilt
May 2010	Aug 2010	Opportunity Quilt	Planning	Make carry tote bag for Opportunity quilt
Jun 2010	Jun 2010	Administration	Planning	Prepare quilt show budget with Treasurer
Jun 2010	Jun 2010	Administration	Planning	Job Descriptions
Jun 2010	Aug 2011	Administration	Planning	Conduct monthly quilt show meetings
Jun 2010	Jun 2010	Treasurer	Planning	Review budget with Show Chairman
Jun 2010	Aug 2011	Treasurer	Planning	Pay reimbursement requests as submitted
Jun 2010	Jun 2010	Raffle	Planning	Determine number of tickets
Jul 2010	Jul 2010	Administration	Planning	Inventory storage unit
Jul 2010	Jul 2011	Publicity	Planning	Work with Raffle on appropriate events
Jul 2010	Jul 2011	Raffle	Planning	With Publicity, select events for selling tickets
Jul 2010	Jul 2010	Treasurer	Planning	Present Budget to full committee
Jul 2010	Jul 2010	Vendors	Planning	Make list of potential vendors
Jul 2010	Jul 2010	Vendors	Planning	Design Cover Letter
Jul 2010	Jul 2010	Vendors	Planning	Design Contract
Jul 2010	Aug 2011	Treasurer	Planning	Prepare monthly income statements for show
Jul 2010	Aug 2011	Treasurer	Planning	Encourage committee members to turn in reimbursement requests promptly so that accurate final Profit and Loss can be prepared after the show
Jul 2010	Jul 2010	Vendors	Planning	Create Vendor Packets
Jul 2010	Aug 2010	Raffle	Planning	Take ticket to printer - staple in books of 12
Jul 2010	Jan 2011	Administration	Planning	Layout floor design
Jul 2010	Jul 2010	Vendors	Planning	Mail Vendor Packets
Aug 2010	Aug 2010	Opportunity Quilt	Planning	Bind and attach label
Aug 2010	Sep 2010	Opportunity Quilt	Planning	Turn quilt over to Raffle Committee
Aug 2010	Sep 2010	Publicity	Planning	Identify Internet sources for posting show info
Aug 2010	Jun 2011	Vendors	Planning	Enter Received contact info
Aug 2010	Jun 2011	Vendors	Planning	Deposit Money
Aug 2010	Aug 2010	Wearable Art / Free Form	Planning	Work with Entry on info for entry form
Aug 2010	Sep 2010	Raffle	Planning	Pickup tickets from printer

Aug 2010	Sep 2010	Publicity	Planning	Add to Humboldt Convention and Visitor info
Aug 2010	Sep 2010	Publicity	Planning	Post show info on Internet
Sep 2010	Sep 2010	Opportunity Quilt	Planning	Show at Guild Meeting
Sep 2010	Oct 2010	Marketplace	Planning	Determine guidelines for Store format
Sep 2010	Sep 2010	Publicity	Planning	Palette listing
Sep 2010	Sep 2010	Quilt Entries	Planning	Determine entry deadlines
Sep 2010	Oct 2010	Quilt Sales	Planning	Design quilt sales entry form
Sep 2010	Sep 2010	Raffle	Planning	Determine supplies needed to distribute tickets
Sep 2010	Sep 2010	Receiving Quilts	Planning	Determine location to receive quilts
Sep 2010	Sep 2010	Ticket Booth Supervisor	Planning	Determine Entry Fees
Sep 2010	Jun 2011	Vendors	Planning	Send "Sorry" Letters if applicable
Sep 2010	Sep 2011	Vendors	Planning	Return signed contract w/ vendor list and welcome letter to accepted vendors
Sep 2010	Jul 2011	Vendors	Planning	Maintain Cancellation Backup List
Sep 2010	Sep 2010	Publicity	Planning	Make list of national print sources (magazines)
Sep 2010	Sep 2010	Quilt Entries	Planning	Design entry form
Sep 2010	Oct 2010	Raffle	Planning	Get copies of Opportunity Quilt photo for distribution with tickets
Sep 2010	Oct 2010	Raffle	Planning	Prepare distribution letter
Sep 2010	Oct 2010	Raffle	Planning	Purchase ticket distribution supplies
Sep 2010	Sep 2010	Administration	Planning	Verify State Raffle Forms on file
Sep 2010	Nov 2010	Publicity	Planning	Submit show info to national print sources
Sep 2010	Jun 1902	Raffle	Planning	Copy of Raffle permit on file and is taken to each event where tickets are sold
Oct 2010	Jan 2011	Awards and Viewer's Choice	Planning	Design Ribbons for 1 winner per building
Oct 2010	Oct 2010	Featured Quilter	Planning	Select quilter
Oct 2010	Oct 2010	Quilt Entries	Planning	Have full committee approve Entry form
Oct 2010	Oct 2010	Quilt Sales	Planning	Present quilt sales entry form to full committee for approval
Oct 2010	Oct 2010	Raffle	Planning	Package tickets for distribution
Oct 2010	Oct 2010	Raffle	Planning	Prepare forms for distribution & Collection of tkt
Oct 2010	Nov 2010	Marketplace	Planning	Research potential products and pricing
Oct 2010	Nov 2010	Marketplace	Planning	Present list of potential items or change to Marketplace to Show Committees
Oct 2010	Oct 2010	Raffle	Planning	Get membership list
Oct 2010	Oct 2010	Featured Quilter	Planning	Order Featured Quilter Award
Nov 2010	Nov 2010	Featured Quilter	Planning	Pickup Featured Quilter Award
Nov 2010	Dec 2010	Marketplace	Planning	Contract any artwork needed if having items made
Nov 2010	Jan 2011	Quilt Sales	Planning	Update quilt sales database with changes
Nov 2010	May 2011	Raffle	Planning	Distribute tickets at guild meeting
Nov 2010	Jul 2011	Raffle	Planning	Log returning tickets
Nov 2010	Jul 2011	Raffle	Planning	Process deposits
Nov 2010	Nov 2010	Posters	Planning	Design concept for poster
Nov 2010	Dec 2010	Posters	Planning	Take photos of quilt for poster
Dec 2010	Dec 2010	Marketplace	Planning	Final approval of artwork needed if having items made
Dec 2010	Jan 2011	Marketplace	Planning	Publish to guild requirements for selling items in store

Dec 2010	Jul 2011	Marketplace	Planning	Maintain log of approved items for store. Contains seller name and address, item number, description, sales price, % to seller, etc.
Dec 2010	Dec 2010	Publicity	Planning	Submit show info to WRBQ Traveling quilts
Dec 2010	Dec 2010	Publicity	Planning	Add to NCQC Show Direct
Jan 2011	May 2011	Bed Turning	Planning	Solicit antique quilts
Jan 2011	Jan 2011	Door Prizes	Planning	Design letter requesting donations
Jan 2011	Jan 2011	Door Prizes	Planning	Maintain log as replies received
Jan 2011	Jul 2011	Door Prizes	Planning	Collect prizes
Jan 2011	Mar 2011	Facility Liaison	Planning	Select list of potential caterers
Jan 2011	Mar 2011	Facility Liaison	Planning	Identify Security needs
Jan 2011	Jun 2011	Hanging the Show	Planning	Sew new drapes
Jan 2011	Jan 2011	Marketplace	Planning	Get bids on product
Jan 2011	Feb 2011	Programs	Planning	Determine if selling ad space
Jan 2011	Jan 2011	Quilt Sales	Planning	Makes quilt sales entry form available via newsletter, on website, and at membership table
Jan 2011	Jan 2011	Quilt Sales	Planning	Review quilt sales entry forms as received
Jan 2011	Jun 2011	Door Prizes	Planning	Get list of vendors donating prizes
Jan 2011	Feb 2011	Door Prizes	Planning	Mail donation letters
Jan 2011	Jun 2011	Door Prizes	Planning	Create log of letters sent
Jan 2011	Feb 2011	Featured Quilter	Planning	Write Biography
Jan 2011	Jan 2011	Marketplace	Planning	Order product
Jan 2011	Jan 2011	Quilt Entries	Planning	Print/copy entry form
Jan 2011	Jan 2011	Quilt Entries	Planning	Put entry form on website
Jan 2011	Feb 2011	Quilt Entries	Planning	Work with guild liaisons to notify other guilds about entry process
Jan 2011	Jan 2011	Quilt Entries	Planning	Put entry form in Newsletter
Jan 2011	Jun 2011	Vendors	Planning	Vendor list donating door prizes to that committee
Feb 2011	May 2011	Awards and Viewer's Choice	Planning	Construct Additional blocks or pieces to complete ribbons
Feb 2011	Feb 2011	Children's Area	Planning	Select activities
Feb 2011	Feb 2011	Door Prizes	Planning	Design donation receipts
Feb 2011	Feb 2011	Featured Quilter	Planning	Submit bio to Publicity
Feb 2011	Feb 2011	Featured Quilter	Planning	Submit bio to Programs
Feb 2011	Mar 2011	Guild Area	Planning	Order any fabric or table draping
Feb 2011	Feb 2011	Marketplace	Planning	Determine pricing of product
Feb 2011	Mar 2011	Programs	Planning	Mail ad letters to vendors & Business members
Feb 2011	Feb 2011	Publicity	Planning	Get Featured Quilter Bio
Feb 2011	Feb 2011	Publicity	Planning	Community Events article on Entry process
Feb 2011	Apr 2011	Publicity	Planning	Design cover letter for bookmarks and other stuff
Feb 2011	May 2011	Quilt Entries	Planning	Return incomplete forms or contact entrant for additional information
Feb 2011	May 2011	Quilt Entries	Planning	Deposit money as received
Feb 2011	May 2011	Quilt Entries	Planning	Log entries as received
Feb 2011	Feb 2011	Quilt Sales	Planning	Use guild liaisons to present form to other guilds
Feb 2011	Feb 2011	Raffle	Planning	Mail remaining tickets
Feb 2011	030/1/11	Ticket Booth Supervisor	Planning	Determine Wristband Needs (qty and color)
Feb 2011	Mar 2011	Wearable Art / Free	Planning	Order any fabric or table draping

		Form		
Feb 2011	Feb 2011	Featured Quilter	Planning	Announce Featured Quilter to Guild at meeting
Feb 2011	Feb 2011	Marketplace	Planning	Take delivery of product
Feb 2011	Mar 2011	Posters	Planning	Layout Poster
Feb 2011	Feb 2011	Quilt Entries	Planning	Distribute entry form to shops
Feb 2011	Jul 2011	Raffle	Planning	Arrange for showing of quilt and selling of ticket
Mar 2011	Mar 2011	Administration	Planning	Verify contract for facility signed
Mar 2011	May 2011	Awards and Viewer's Choice	Planning	Design ballot
Mar 2011	Mar 2011	Door Prizes	Planning	Determine process for awarding door prizes
Mar 2011	Jun 2011	Door Prizes	Planning	Print donation receipt blanks
Mar 2011	May 2011	Facility Liaison	Planning	Get catering bids
Mar 2011	May 2011	Facility Liaison	Planning	Determine bathroom cleaning needs
Mar 2011	May 2011	Featured Quilter	Planning	Work with quilter to select content for handouts
Mar 2011	May 2011	Featured Quilter	Planning	Work with quilter to select quilts
Mar 2011	Mar 2011	Posters	Planning	Design and layout bookmarks
Mar 2011	Mar 2011	Posters	Planning	Get full committee approval for poster
Mar 2011	Mar 2011	Posters	Planning	Determine number of posters
Mar 2011	Mar 2011	Posters	Planning	Take poster to printer
Mar 2011	Apr 2011	Programs	Planning	Design front page
Mar 2011	Apr 2011	Publicity	Planning	Work with Poster on bookmark distribution list
Mar 2011	Apr 2011	Publicity	Planning	Work with Poster on distribution list
Mar 2011	Mar 2011	Publicity	Planning	Determine if additional yard signs needed and order
Mar 2011	May 2011	Ticket Booth Supervisor	Planning	Order Wristbands
Mar 2011	Mar 2011	Volunteers	Planning	Collect volunteer needs from other committees
Mar 2011	Apr 2011	Administration	Planning	Inventory list to Setup
Mar 2011	Apr 2011	Administration	Planning	Inventory list to Hanging
Mar 2011	Apr 2011	Administration	Planning	Inventory list to Take down
Mar 2011	Apr 2011	Administration	Planning	Inventory list to Wearables
Mar 2011	Apr 2011	Administration	Planning	Inventory list to Volunteer Committee
Mar 2011	Apr 2011	Administration	Planning	Design Guest Passes
Mar 2011	Mar 2011	Bed Turning	Planning	Give Volunteer need to Volunteer Committee
Mar 2011	Mar 2001	Children's Area	Planning	Get staffing needs to Volunteer chair
Mar 2011	Mar 2011	Children's Area	Planning	Determine space needed
Mar 2011	Mar 2011	Claiming Quilts	Planning	Get needs to Volunteer committee
Mar 2011	May 2011	Featured Quilter	Planning	Determine racks needed
Mar 2011	May 2011	Featured Quilter	Planning	Determine space needed
Mar 2011	Mar 2011	Guild Area	Planning	Provide needs to Volunteer Committee
Mar 2011	Mar 2011	Posters	Planning	Print or copy bookmarks
Mar 2011	Apr 2011	Posters	Planning	Approve proof
Mar 2011	Apr 2011	Quilt Entries	Planning	Put entry form in Newsletter
Mar 2011	Mar 2011	Raffle	Planning	Get staffing needs to Volunteer
Mar 2011	Mar 2011	Receiving Quilts	Planning	Get needs to Volunteer Chairman
Mar 2011	Mar 2011	Reception	Planning	Get needs to Volunteer Committee
Mar 2011	Mar 2011	Setup	Planning	Give volunteers needs to Volunteer Committee

Mar 2011	Mar 2011	Take Down	Planning	Give Volunteer need to Volunteer Committee
Mar 2011	Mar 2011	Ticket Booth Supervisor	Planning	Give staffing needs to Volunteer Chair
Mar 2011	Mar 2011	Volunteers	Planning	Get copy of inventory list
Mar 2011	Mar 2011	Volunteers	Planning	Design Sign up sheets
Mar 2011	Mar 2011	Facility Liaison	Planning	Sign contract (President only can sign)
Mar 2011	Apr 2011	Posters	Planning	Deliver bookmarks to Publicity
Mar 2011	Mar 2011	Publicity	Planning	Get bookmarks
Apr 2011	May 2011	Administration	Planning	Design show summary form
Apr 2011	May 2011	Administration	Planning	Room layout to Hanging
Apr 2011	May 2011	Administration	Planning	Room layout to Setup
Apr 2011	May 2011	Administration	Planning	Room layout to Take down
Apr 2011	May 2011	Administration	Planning	Room layout to Wearables
Apr 2011	May 2011	Administration	Planning	Identify supervisor for each building
Apr 2011	Jun 2011	Children's Area	Planning	Determine supplies needed
Apr 2011	Jun 2011	Door Prizes	Planning	Purchase thank you cards
Apr 2011	Apr 2011	Entrance Décor	Planning	Determine theme
Apr 2011	May 2011	Featured Quilter	Planning	Determine "theme" and fixtures/furniture needed for space
Apr 2011	Jun 2011	Guild Area	Planning	Plan design of table
Apr 2011	Jun 2011	Hanging the Show	Planning	Determine room layout
Apr 2011	May 2011	Hanging the Show	Planning	Solicit hanging supervisors for each building
Apr 2011	Jul 2011	Marketplace	Planning	Receive items for store
Apr 2011	May 2011	Marketplace	Planning	Determine display items needed for store
Apr 2011	Apr 2011	Posters	Planning	Pickup printed posters
Apr 2011	Apr 2011	Programs	Planning	Get Bios from Featured Quilter Committee
Apr 2011	Jun 2011	Programs	Planning	Process Ads
Apr 2011	May 2011	Quilt Entries	Planning	Remind members via Newsletter article
Apr 2011	May 2011	Quilt Entries	Planning	Prepare for taking photos and accepting entries at May guild meeting
Apr 2011	Apr 2011	Setup	Planning	Get final layout from Administration
Apr 2011	Apr 2011	Take Down	Planning	Get final layout from Administration
Apr 2011	May 2011	Treasurer	Planning	Work with all areas handling cash to produce cash handling document
Apr 2011	May 2011	Vendors	Planning	Design confirmation letter
Apr 2011	May 2011	Vendors	Planning	Assign spaces
Apr 2011	Jul 2011	Volunteers	Planning	Sign up volunteers
Apr 2011	Apr 2011	Wearable Art / Free Form	Planning	Get room layout from Administration
Apr 2011	Apr 2011	Wearable Art / Free Form	Planning	Obtain Inventory list
Apr 2011	Jun 2011	Guild Area	Planning	Determine rental needs if any
Apr 2011	Jun 2011	Publicity	Planning	Distribute Bookmarks w/ Poster
Apr 2011	Jun 2011	Publicity	Planning	Show info on local marquees
Apr 2011	Jun 2011	Publicity	Planning	Suddenlink cable community bulletin boards
Apr 2011	Jun 2011	Reception	Planning	Get estimate on attendees
Apr 2011	Apr 2011	Setup	Planning	Get inventory list
Apr 2011	Apr 2011	Take Down	Planning	Get inventory list from Administration
Apr 2011	May 2011	Vendors	Planning	Prepare final floor plan
Apr 2011	May 2011	Vendors	Planning	Obtain local visitor info
Apr 2011	May 2011	Vendors	Planning	Set final vendor and show floor plan

Apr 2011	May 2011	Facility Liaison	Planning	Get bids on additional security
Apr 2011	Apr 2011	Posters	Planning	Get distribution list from Publicity
May 2011	May 2011	Bed Turning	Planning	Determine times and volunteers for bed turning
May 2011	May 2011	Children's Area	Planning	Determine Décor materials necessary
May 2011	May 2011	Entrance Décor	Planning	Determine signs needed
May 2011	Jun 2011	Entrance Décor	Planning	Determine Décor (inside buildings and on grounds)
May 2011	May 2011	Facility Liaison	Planning	Select caterer and sign contract or ???
May 2011	May 2011	Facility Liaison	Planning	Determine responsibility for trash removal
May 2011	Jun 2011	Featured Quilter	Planning	Prepare signs for display area
May 2011	Jun 2011	Guild Area	Planning	Design REQG Business Member handout
May 2011	Jun 2011	Guild Area	Planning	Arrange for rentals
May 2011	Jun 2011	Hanging the Show	Planning	Challenge comm needs to make sign for hanging
May 2011	May 2011	Hanging the Show	Planning	Make sure we have plenty of corsage pins on hand
May 2011	Jun 2011	Marketplace	Planning	Purchase display items for store if needed
May 2011	Jun 2011	Marketplace	Planning	Purchase items needed to tag for pricing
May 2011	May 2011	Programs	Planning	Get Vendor list and layout from Vendors
May 2011	Jun 2011	Publicity	Planning	Get Yard signs out of storage
May 2011	Jun 2011	Publicity	Planning	TV and Radio coverage
May 2011	May 2011	Quilt Entries	Planning	Set up entry processing and photo taking at May guild meeting
May 2011	May 2011	Quilt Entries	Planning	Pass copies of entries for sale to Quilt Sales with report
May 2011	May 2011	Reception	Planning	Decide on menu
May 2011	May 2011	Treasurer	Planning	Present cash handling document to full committee
May 2011	Jun 2011	Treasurer	Planning	Determine how many credit card machines we need and acquire them. Order new REQG plates if necessary
May 2011	May 2011	Treasurer	Planning	Work with committees selling items where funds are due back to members on how they will collect data and send information to Treasurer for writing checks
May 2011	Jun 2011	Vendors	Planning	Create Vendor confirmation packets
May 2011	May 2011	Vendors	Planning	Send vendor list and floor plan to Programs
May 2011	May 2011	Administration	Planning	Set final vendor and show floor plan
May 2011	May 2011	Marketplace	Planning	Determine any display equipment needed for product
May 2011	Jun 2011	Posters	Planning	Member distribution of poster
May 2011	May 2011	Publicity	Planning	Arrange for article on Featured Quilter
May 2011	Jun 2011	Publicity	Planning	Write Ads
May 2011	Jun 2011	Reception	Planning	Check supplies inventory
May 2011	Jun 2011	Vendors	Planning	Mail Vendor confirmation packets
May 2011	Jun 2011	Vendors	Planning	Arrange for Vendor dinner Friday night
May 2011	May 2011	Wearable Art / Free Form	Planning	From entries determine space needed
May 2011	May 2011	Wearable Art / Free Form	Planning	From entries determine display materials needed
May 2011	May 2011	Door Prizes	Planning	Door prize donator list to Programs
May 2011	May 2011	Facility Liaison	Planning	Sign contract for additional security (only President can sign)
May 2011	May 2011	Hanging the Show	Planning	Get entry list and photos from Entry
May 2011	May 2011	Programs	Planning	Get list of door prize donors from Door Prize Comm



May 2011	Jun 2011	Publicity	Planning	Correct info on signs, make new signs
May 2011	May 2011	Setup	Planning	List of inventory and where it goes at show
Jun 2011	Jun 2011	Administration	Planning	Give Guest Passes to Publicity
Jun 2011	Jun 2011	Awards and Viewer's Choice	Planning	Print/copy ballot
Jun 2011	Jun 2011	Bed Turning	Planning	Get bed turning information to programs
Jun 2011	Jun 2011	Bed Turning	Planning	Write article on bed turning for special edition newsletter
Jun 2011	Jun 2011	Children's Area	Planning	Get and air out "touch me" quilt
Jun 2011	Jun 2011	Children's Area	Planning	Purchase supplies needed
Jun 2011	Jun 2011	Claiming Quilts	Planning	Prepare check lists for returning quilts
Jun 2011	Jun 2011	Door Prizes	Planning	Prepare thank you cards
Jun 2011	Jun 2011	Entrance Décor	Planning	Purchase necessary décor items
Jun 2011	Jun 2011	Entrance Décor	Planning	Arrange for any rental items
Jun 2011	Jun 2011	Facility Liaison	Planning	Create emergency contact list
Jun 2011	Jun 2011	Featured Quilter	Planning	Purchase Museum Wax to secure any breakables if necessary
Jun 2011	Jun 2011	Featured Quilter	Planning	Purchase Guest Book and Pen
Jun 2011	Jun 2011	Guild Area	Planning	Purchase décor
Jun 2011	Jun 2011	Guild Area	Planning	Instructions for Guild Table to Volunteer
Jun 2011	Jun 2011	Marketplace	Planning	Tag items for store with pricing and item number
Jun 2011	Jun 2011	Marketplace	Planning	Purchase table skirts and covering for tables if needed
Jun 2011	Jun 2011	Publicity	Planning	Put out signs in yards
Jun 2011	Jun 2011	Quilt Sales	Planning	Tell Treasurer how much starting cash needed
Jun 2011	Jun 2011	Quilt Sales	Planning	Get copies of entry forms to match sales forms
Jun 2011	Jun 2011	Quilt Sales	Planning	Get electronic copy of entries for quilt sales database
Jun 2011	Jun 2011	Quilt Sales	Planning	Prepare quilt sales database with additional information
Jun 2011	Jun 2011	Raffle	Planning	Remind members about non-returned tickets
Jun 2011	Jun 2011	Receiving Quilts	Planning	Verify floor sheets clean
Jun 2011	Jun 2011	Receiving Quilts	Planning	Purchase corsage pins
Jun 2011	Jun 2011	Reception	Planning	Decide on décor
Jun 2011	Jun 2011	Reception	Planning	Determine purchases/rentals needed
Jun 2011	Jun 2011	Treasurer	Planning	Make final correction to cash handling document and distribute to appropriate committee chairs
Jun 2011	Jun 2011	Treasurer	Planning	Determine if additional cash boxes and receipt books needed
Jun 2011	Jun 2011	Treasurer	Planning	Determine starting banks needed for each cash station with help of that committee chair
Jun 2011	Jun 2011	Vendors	Planning	Determine final table/chair setup
Jun 2011	Jun 2011	Vendors	Planning	Design "Change Request" form and process
Jun 2011	Jun 2011	Vendors	Planning	Design follow-up form for vendors
Jun 2011	Jun 2011	Volunteers	Planning	Determine if additional gloves or aprons needed
Jun 2011	Jun 2011	Volunteers	Planning	Get Instructions from Guild Table/Treasurer for volunteers at guild table or handling cash
Jun 2011	Jun 2011	Wearable Art / Free Form	Planning	From entries determine display order
Jun 2011	Jun 2011	Administration	Planning	Special edition newsletter items
Jun 2011	Jun 2011	Entrance Décor	Planning	Make signs

Jun 2011	Jun 2011	Facility Liaison	Planning	Arrange for Dumpster Rental
Jun 2011	Jun 2011	Facility Liaison	Planning	Purchase any cleaning supplies needed
Jun 2011	Jun 2011	Featured Quilter	Planning	Verify handouts have been created and copied
Jun 2011	Jun 2011	Marketplace	Planning	Purchase or make display equipment
Jun 2011	Jun 2011	Programs	Planning	Verify all info on layout
Jun 2011	Jun 2011	Programs	Planning	Have committee review for corrections
Jun 2011	Jun 2011	Publicity	Planning	Distribute poster, flyer, or bookmarks to motel
Jun 2011	Jun 2011	Receiving Quilts	Planning	Buy colored pens or stickers
Jun 2011	Jun 2011	Reception	Planning	Rent equipment needed
Jun 2011	Jun 2011	Reception	Planning	Purchase supplies and décor
Jun 2011	Jun 2011	Take Down	Planning	Prepare Inventory check off list
Jun 2011	Jun 2011	Ticket Booth Supervisor	Planning	Determine method of obtaining admittance statistics
Jun 2011	Jun 2011	Ticket Booth Supervisor	Planning	Write instructions for ticket booth staff
Jun 2011	Jun 2011	Ticket Booth Supervisor	Planning	Determine Cash box and cash needs
Jun 2011	Jun 2011	Treasurer	Planning	Purchase cash boxes and receipts if needed. Stamp each receipt with REQG stamp (membership has stamp)
Jun 2011	Jun 2011	Volunteers	Planning	Prepare Instruction Sheets for volunteers
Jun 2011	Jun 2011	Volunteers	Planning	Design Schedule
Jun 2011	Jun 2011	Wearable Art / Free Form	Planning	Purchase or make additional display materials
Jun 2011	Jun 2011	Administration	Planning	Design Reception Ticket
Jun 2011	Jun 2011	Posters	Planning	Distribute Posters from list
Jun 2011	Jun 2011	Programs	Planning	Take programs to copy/printer
Jun 2011	Jun 2011	Volunteers	Planning	Reminder letters with Reception tickets
Jun 2011	Jun 2011	Claiming Quilts	Planning	Work with Take Down to Determine stacking order
Jun 2011	Jun 2011	Publicity	Planning	Work with committee chairs to publicize special events
Jun 2011	Jun 2011	Quilt Entries	Planning	Print and deliver entry list for Hanging
Jun 2011	Jun 2011	Quilt Entries	Planning	Print and deliver entry list for Setup
Jun 2011	Jun 2011	Quilt Entries	Planning	Print and deliver entry list for Take down
Jun 2011	Jun 2011	Quilt Entries	Planning	Print and deliver entry list for Claiming
Jun 2011	Jun 2011	Quilt Entries	Planning	Print and deliver entry list for Receiving
Jun 2011	Jun 2011	Setup	Planning	Get list of where quilt stands go from hanging
Jun 2011	Jun 2011	Setup	Planning	Arrange for Truck rental
Jun 2011	Jun 2011	Take Down	Planning	Work with Claiming to determine stack order
Jun 2011	Jun 2011	Take Down	Planning	Arrange for truck rental
Jun 2011	Jun 2011	Vendors	Planning	Submit Change (money) needs to Treasurer
Jun 2011	Jun 2011	Vendors	Planning	Confirm Seller's Permits on file and ins received
Jul 2011	Jul 2011	Administration	Planning	Prepare contact list for show days including cell phone numbers
Jul 2011	Jul 2011	Administration	Planning	Distribute Reception Tickets to Vendor and Volunteer
Jul 2011	Jul 2011	Administration	Planning	Instruct building supervisors on responsibilities
Jul 2011	Jul 2011	Awards and Viewer's Choice	Planning	Deliver ballots to programs for stuffing
Jul 2011	Jul 2011	Awards and Viewer's Choice	Planning	Create master sheets for vote counting

Jul 2011	Jul 2011	Bed Turning	Planning	Take custody of quilts for bed turning
Jul 2011	Jul 2011	Claiming Quilts	Planning	Get list of entries from Entry for checklist
Jul 2011	Jul 2011	Door Prizes	Planning	Prepare instructions for guild table workers
Jul 2011	Jul 2011	Door Prizes	Planning	Print donation receipts for Vendors and give to Vendor Chair
Jul 2011	Jul 2011	Facility Liaison	Planning	Verify that proper Heath Dept and Sellers permits
Jul 2011	Jul 2011	Facility Liaison	Planning	Prepare caterer menus for Vendor chair and for posting on fairgrounds
Jul 2011	Jul 2011	Featured Quilter	Planning	Order Flowers if needed
Jul 2011	Jul 2011	Hanging the Show	Planning	Determine if additional hanging supplies needed
Jul 2011	Jul 2011	Hanging the Show	Planning	Determine hanging order on layout. Long quilts should be in center bays with slings to prevent them from being stepped upon
Jul 2011	Jul 2011	Marketplace	Planning	Make signs with pricing
Jul 2011	Jul 2011	Publicity	Planning	Run Ads
Jul 2011	Jul 2011	Receiving Quilts	Planning	Obtain portable clothing rack from storage
Jul 2011	Jul 2011	Receiving Quilts	Planning	Obtain sheets from storage
Jul 2011	Jul 2011	Receiving Quilts	Planning	Get hanging cards from Entry Committee
Jul 2011	Jul 2011	Receiving Quilts	Planning	Get list of entries from Entry Committee (let them know how many copies are needed and in what format)
Jul 2011	Jul 2011	Setup	Planning	Prepare materials for ease in setup
Jul 2011	Jul 2011	Ticket Booth Supervisor	Planning	Give cash and cash box needs to Treasurer
Jul 2011	Jul 2011	Ticket Booth Supervisor	Planning	Make signage with entry fees
Jul 2011	Jul 2011	Treasurer	Planning	Obtain blank credit card slips to have for REQG use and to back up vendors if they need them.
Jul 2011	Jul 2011	Treasurer	Planning	Prepare any materials for processing cash during show days.
Jul 2011	Jul 2011	Vendors	Planning	Get donation receipts from Door Prize
Jul 2011	Jul 2011	Vendors	Planning	Purchase blue painter's tape
Jul 2011	Jul 2011	Vendors	Planning	Get Tax Tables to handout to vendors
Jul 2011	Jul 2011	Vendors	Planning	Design Vendor Reception tickets
Jul 2011	Jul 2011	Volunteers	Planning	Create name tags
Jul 2011	Jul 2011	Wearable Art / Free Form	Planning	Let Quilt Entries committee know if display cards need special printing or formatting (i.e. tent cards or hanging cards)
Jul 2011	Jul 2011	Hanging the Show	Planning	Give diagram to Setup showing detailed layout of racks for each room
Jul 2011	Jul 2011	Hanging the Show	Planning	Give hanging diagrams to receiving
Jul 2011	Jul 2011	Receiving Quilts	Planning	Get layout from Hanging
Jul 2011	Jul 2011	Door Prizes	Planning	Final door prize list to Guild Table for putting on table in a frame
Jul 2011	Jul 2011	Programs	Planning	Pickup programs from copy/printer
Jul 2011	Jul 2011	Vendors	Planning	Phone vendor for final confirmation
Jul 2011	Jul 2011	Hanging the Show	Planning	Purchase additional supplies
Jul 2011	Jul 2011	Hanging the Show	Planning	Prior to receiving, identify which quilts need slings on hanging tag
Jul 2011	Jul 2011	Vendors	Planning	Create name tags for vendors
Jul 2011	Jul 2011	Receiving Quilts	Planning	Use beds or clean sheets to stack quilts
Jul 2011	Jul 2011	Receiving Quilts	Planning	Stack quilts as needed for hanging. Garments should be on hangers and stored on portable garment rack. Free form items should be individually packed in boxes.

Jul 2011	Jul 2011	Receiving Quilts	Planning	Check off each quilt as received and give receipt
Jul 2011	Jul 2011	Claiming Quilts	Planning	Prepare any signs needed for stacking quilts
Jul 2011	Jul 2011	Claiming Quilts	Planning	Get no shows from receiving
Jul 2011	Jul 2011	Hanging the Show	Planning	Get display cards from Entry
Jul 2011	Jul 2011	Hanging the Show	Planning	Get no shows from Receiving
Jul 2011	Jul 2011	Receiving Quilts	Planning	Notify hanging and claiming of no shows
Jul 2011	Jul 2011	Take Down	Planning	Prepare entry list for stacking order
Jul 2011	Jul 2011	Vendors	Planning	Purchase water/snacks for vendors
Jul 2011	Jul 2011	Volunteers	Planning	Purchase water/drinks for volunteers
Jul 2011	Jul 2011	Volunteers	Planning	Prepare forms for collection door monitor statistics
Jul 2011	Jul 2011	Volunteers	Planning	Get volunteer wristbands from Ticket Booth chairman
Jul 2011	Jul 2011	Facility Liaison	Planning	Arrange inspection of facilities at Fairgrounds for Monday of Quilt Show week
Jul 2011	Jul 2011	Door Prizes	Planning	Print Door Prize numbers to go in Programs
Jul 2011	Jul 2011	Door Prizes	Planning	Print Door Prize numbers to attach to door prizes
Jul 2011	Jul 2011	Quilt Entries	Planning	Print hanging cards and deliver to Receiving
Jul 2011	Jul 2011	Quilt Entries	Planning	Print display cards and deliver to Hanging
Jul 2011	Jul 2011	Vendors	Planning	Escort vendors first to Gala
Jul 2011	Jul 2011	Publicity	Planning	Solicit Articles
QS Thursday	QS Thursday	Bed Turning	Show	Setup for bed turning, Bed, microphone, speakers, etc.
QS Thursday	QS Thursday	Guild Area	Show	Setup tables, dividers (quilt racks), and behind the curtain guild area
QS Thursday	QS Thursday	Hanging the Show	Show	Determine scheme for identifying how quilts will be hung. Building, row, bay, L-C-R, Upper and lower
QS Thursday	QS Thursday	Marketplace	Show	Setup display area
QS Thursday	QS Thursday	Marketplace	Show	Deliver signs, display equipment to show
QS Thursday	QS Thursday	Quilt Sales	Show	Set up sales area
QS Thursday	QS Thursday	Reception	Show	Purchase perishables
QS Thursday	QS Thursday	Setup	Show	Put out materials for ease in setup
QS Thursday	QS Thursday	Setup	Show	Pickup Truck
QS Thursday	QS Thursday	Setup	Show	Load supplies onto truck
QS Thursday	QS Thursday	Setup	Show	Unload supplies at show in appropriate building to minimize transfer between buildings
QS Thursday	QS Thursday	Setup	Show	Setup "resting" Chairs in each building
QS Thursday	QS Thursday	Setup	Show	Return truck
QS Thursday	QS Thursday	Setup	Show	Setup racks, tables, etc
QS Thursday	QS Thursday	Treasurer	Show	Withdraw starting banks from bank
QS Thursday	QS Thursday	Vendors	Show	Deliver appropriate table/chair to each booth with labels for booths and electrical outlets
QS Thursday	QS Thursday	Vendors	Show	Verify electrical outlets are working
QS Thursday	QS Thursday	Vendors	Show	Tape exhibit hall floor
QS Thursday	QS Thursday	Wearable Art / Free Form	Show	Setup tables and other display materials
QS Friday	QS Friday	Administration	Show	Deliver Membership Box and forms to guild table
QS Friday	QS Friday	Bed Turning	Show	Deliver quilts to show
QS Friday	QS Friday	Children's Area	Show	Setup area

QS Friday	QS Friday	Door Prizes	Show	Deliver donations to Guild Table
QS Friday	QS Friday	Door Prizes	Show	Get Vendor donations from Vendor chair as they are received
QS Friday	QS Friday	Door Prizes	Show	Tape door prize winner coupons to programs dividing into prizes for Saturday and ones for Sunday
QS Friday	QS Friday	Entrance Décor	Show	Setup signs and balloons
QS Friday	QS Friday	Facility Liaison	Show	Verify that security is on duty
QS Friday	QS Friday	Facility Liaison	Show	Hang up menus and give stack to Vendor chair
QS Friday	QS Friday	Featured Quilter	Show	Deliver furniture/fixtures to display area
QS Friday	QS Friday	Featured Quilter	Show	Work with quilter to set up display area. Secure breakables
QS Friday	QS Friday	Featured Quilter	Show	Setup Featured Quilter posters, banner, and signs for this year's recipients
QS Friday	QS Friday	Featured Quilter	Show	Hang quilts
QS Friday	QS Friday	Featured Quilter	Show	Set up Guest Book
QS Friday	QS Friday	Guild Area	Show	Finish guild area setup with drapes, table coverings. Raffle quilt, heritage quilt, etc.
QS Friday	QS Friday	Hanging the Show	Show	Meet with all volunteers to go over hanging process. Id building supervisors to volunteers.
QS Friday	QS Friday	Hanging the Show	Show	Hang quilts
QS Friday	QS Friday	Hanging the Show	Show	Replace hanging cards with display cards
QS Friday	QS Friday	Hanging the Show	Show	Lay quilts on clean sheets
QS Friday	QS Friday	Hanging the Show	Show	Put sheets into storage bins. Place bins with sheets and slings into storage area for take down.
QS Friday	QS Friday	Hanging the Show	Show	Get quilts from Receiving
QS Friday	QS Friday	Marketplace	Show	Deliver items for store to Fairgrounds
QS Friday	QS Friday	Marketplace	Show	Setup items for sale
QS Friday	QS Friday	Marketplace	Show	Bring item list to show to log sales
QS Friday	QS Friday	Marketplace	Show	At end of night, reconcile sales to receipts, to cash, and to log before giving to Treasurer
QS Friday	QS Friday	Marketplace	Show	Deliver product to show and set up
QS Friday	QS Friday	Marketplace	Show	Staff sales area during reception, make sure receipts show item number if applicable
QS Friday	QS Friday	Programs	Show	Deliver programs to show or other committee
QS Friday	QS Friday	Programs	Show	Do any stuffing of programs (ballots, etc.)
QS Friday	QS Friday	Quilt Sales	Show	After quilts are hung , put FOR SALE labels on quilts
QS Friday	QS Friday	Quilt Sales	Show	Set up computer equipment
QS Friday	QS Friday	Quilt Sales	Show	Be prepared to sell quilts at Friday reception
QS Friday	QS Friday	Quilt Sales	Show	Reconcile cash at end of evening and give sales to Treasurer. Take cash box home
QS Friday	QS Friday	Raffle	Show	Bring sold and unsold tickets to show
QS Friday	QS Friday	Raffle	Show	Set up table to sell tickets
QS Friday	QS Friday	Raffle	Show	Display Opportunity Quilt
QS Friday	QS Friday	Receiving Quilts	Show	Return sheet storage bins to show
QS Friday	QS Friday	Receiving Quilts	Show	Deliver quilts to show
QS Friday	QS Friday	Reception	Show	Cleanup
QS Friday	QS Friday	Reception	Show	Setup Tables
QS Friday	QS Friday	Reception	Show	Setup Food
QS Friday	QS Friday	Ticket Booth	Show	Give volunteer wristbands to Volunteer chair

		Supervisor		
QS Friday	QS Friday	Treasurer	Show	Prepare cash boxes
QS Friday	QS Friday	Treasurer	Show	Set up Treasurers area in the ticket booth for show days. Bring supplies necessary (pens, envelopes, calculator, etc)
QS Friday	QS Friday	Treasurer	Show	Deliver cash boxes, starting banks, receipt books, other supplies to committee chair for areas dealing with cash Friday night
QS Friday	QS Friday	Treasurer	Show	Pick up all cash boxes, materials to reconcile, and take home. Return to starting bank
QS Friday	QS Friday	Vendors	Show	Issue vendor name tags, follow-ups, etc.
QS Friday	QS Friday	Vendors	Show	Coordinate vendor dinner
QS Friday	QS Friday	Vendors	Show	Coordinate Vendor setup via check in table
QS Friday	QS Friday	Volunteers	Show	Setup Volunteer room
QS Friday	QS Friday	Volunteers	Show	Prepare quilt information cards for volunteers as quilts are hung
QS Friday	QS Friday	Volunteers	Show	Setup Volunteer table at reception to issue name tags and wristbands
QS Friday	QS Friday	Wearable Art / Free Form	Show	Setup wearables and free form items for display. Replace hanging cards with display cards. Hide storage bins, etc. under draped tables.
QS Friday	QS Friday	Awards and Viewer's Choice	Show	Prepare supplies for voting
QS Friday	QS Friday	Awards and Viewer's Choice	Show	Setup small tables, table covers, ballots, box, pencils, etc at entrance to each building
QS Saturday	QS Saturday	Door Prizes	Show	Distribute winning programs for Saturday
QS Saturday	QS Saturday	Entrance Décor	Show	Setup Outside areas prior to opening of show
QS Saturday	QS Saturday	Entrance Décor	Show	Put outside items inside overnight
QS Saturday	QS Saturday	Facility Liaison	Show	Verify that security is on duty
QS Saturday	QS Saturday	Guild Area	Show	At end of day, reconcile cash boxes and give form and cash to Treasurer
QS Saturday	QS Saturday	Marketplace	Show	At end of day, reconcile sales to receipts, to cash, and to log before giving to Treasurer
QS Saturday	QS Saturday	Marketplace	Show	Staff sales area; make sure receipts show item number if applicable
QS Saturday	QS Saturday	Quilt Sales	Show	Staff quilt sales table and sell quilts. Change tag when sold.
QS Saturday	QS Saturday	Quilt Sales	Show	Walk through quilts periodically to verify tags still hanging
QS Saturday	QS Saturday	Quilt Sales	Show	Reconcile cash at end of day and give sales to Treasurer. Take cash box home
QS Saturday	QS Saturday	Take Down	Show	Pickup truck
QS Saturday	QS Saturday	Treasurer	Show	Deliver cash boxes to all locations at show by 9:15 am
QS Saturday	QS Saturday	Treasurer	Show	Collect cash from cash boxes throughout day if necessary
QS Saturday	QS Saturday	Treasurer	Show	Exchange cash boxes in ticket booth at each shift change of each window
QS Saturday	QS Saturday	Treasurer	Show	Go to bank for smaller bills if necessary
QS Saturday	QS Saturday	Treasurer	Show	Process "Change Requests" from Vendor Chair
QS Saturday	QS Saturday	Treasurer	Show	Pick up all cash boxes, materials to reconcile, and take home. Return to starting bank
QS Saturday	QS Saturday	Treasurer	Show	Make night deposit if necessary
QS Saturday and Sunday	QS Sunday	Children's Area	Show	Supervise and/or Staff area

QS Saturday and Sunday	QS Sunday	Raffle	Show	Sell raffle tickets at show
QS Saturday and Sunday	QS Sunday	Volunteers	Show	Coordinate volunteers during show. Pass out gloves, aprons, clipboards, finger counters, etc.
QS Saturday and Sunday	QS Sunday	Administration	Show	Check with each area periodically
QS Saturday and Sunday	QS Sunday	Awards and Viewer's Choice	Show	Count votes hourly
QS Saturday and Sunday	QS Sunday	Bed Turning	Show	Conduct bed turning at scheduled times
QS Saturday and Sunday	QS Sunday	Door Prizes	Show	Distribute door prizes and sign thank you notes
QS Saturday and Sunday	QS Sunday	Facility Liaison	Show	Arrange for monitoring and cleaning of bathrooms
QS Saturday and Sunday	QS Sunday	Facility Liaison	Show	Verify that caterer is on site
QS Saturday and Sunday	QS Sunday	Guild Area	Show	Coordinate activities at guild table making sure volunteers are trained
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Close up each day, reconcile cash with Treasurer
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Maintain attendance statistics
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Supervise ongoing activities in booth
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Work with Treasurer on needs for change
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Work with Treasurer to control cash in booth
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Ready to sell tickets by 10am
QS Saturday and Sunday	QS Sunday	Ticket Booth Supervisor	Show	Setup Ticket booth by 9am
QS Saturday and Sunday	QS Sunday	Vendors	Show	Check with vendors hourly; offer bathroom breaks, etc
QS Saturday and Sunday	QS Sunday	Vendors	Show	Coordinate vendor lunches if they wish
QS Saturday and Sunday	QS Sunday	Vendors	Show	Pass cookie tray amongst vendors once in am and once in pm
QS Sunday	QS Sunday	Administration	Show	Pickup Membership Box and forms
QS Sunday	QS Sunday	Administration	Show	Return Membership Box & forms to Membership
QS Sunday	QS Sunday	Awards and Viewer's Choice	Show	Announce winners at 3:30 pm
QS Sunday	QS Sunday	Bed Turning	Show	Take down bed turning area. Pack any items being returned to storage
QS Sunday	QS Sunday	Children's Area	Show	Clean up after show
QS Sunday	QS Sunday	Claiming Quilts	Show	Record list of quilts sold during show
QS Sunday	QS Sunday	Claiming Quilts	Show	Retrieve quilts
QS Sunday	QS Sunday	Claiming Quilts	Show	Setup tables at entrances
QS Sunday	QS Sunday	Claiming Quilts	Show	Staff table to get receipts from entrants, staff to pull quilts, and then have staff to record entrants signature that they received all quilts.
QS Sunday	QS Sunday	Claiming Quilts	Show	Setup stacking signs
QS Sunday	QS Sunday	Door Prizes	Show	Distribute winning programs for Sunday
QS Sunday	QS Sunday	Entrance Décor	Show	Setup Outside areas prior to opening of show
QS Sunday	QS Sunday	Entrance Décor	Show	At end of show pack up items for return to storage
QS Sunday	QS Sunday	Featured Quilter	Show	Work with quilter to take down display
QS Sunday	QS Sunday	Featured Quilter	Show	Pack up guild items for return to storage

QS Sunday	QS Sunday	Guild Area	Show	At end of day, reconcile cash boxes and give form and cash to Treasurer
QS Sunday	QS Sunday	Guild Area	Show	Take down guild table and pack items for return to storage
QS Sunday	QS Sunday	Marketplace	Show	At end of show reconcile sales to receipts, to cash, and to log before giving to Treasurer
QS Sunday	QS Sunday	Marketplace	Show	Pack up non sold items for return to owners
QS Sunday	QS Sunday	Marketplace	Show	Pack up product for return to membership for sales during the guild year
QS Sunday	QS Sunday	Marketplace	Show	Pack up display items for return to storage
QS Sunday	QS Sunday	Marketplace	Show	Staff sales area; make sure receipts show item number if applicable
QS Sunday	QS Sunday	Quilt Sales	Show	Give List of sold quilts to claiming so they are not picked up
QS Sunday	QS Sunday	Quilt Sales	Show	Staff quilt sales table and sell quilts. Change tag when sold.
QS Sunday	QS Sunday	Quilt Sales	Show	Walk through quilts periodically to verify tags still hanging
QS Sunday	QS Sunday	Quilt Sales	Show	Reconcile cash at end of day and give sales to Treasurer. Give cash box to treasurer
QS Sunday	QS Sunday	Quilt Sales	Show	At closing of show, bring all sold quilts to sales table
QS Sunday	QS Sunday	Quilt Sales	Show	Set up tables outside for claiming of sold items
QS Sunday	QS Sunday	Quilt Sales	Show	Give quilts to buyers when they show their receipts
QS Sunday	QS Sunday	Quilt Sales	Show	Clean up sales area and pack up any items being returned to storage
QS Sunday	QS Sunday	Raffle	Show	Conduct Raffle
QS Sunday	QS Sunday	Take Down	Show	Take down quilts and stack via signs from Claiming
QS Sunday	QS Sunday	Take Down	Show	Load truck and check off inventory
QS Sunday	QS Sunday	Take Down	Show	Disassemble racks
QS Sunday	QS Sunday	Ticket Booth Supervisor	Show	Clean up Ticket booth
QS Sunday	QS Sunday	Ticket Booth Supervisor	Show	Pack up any items to return to storage
QS Sunday	QS Sunday	Treasurer	Show	Deliver cash boxes to all locations at show by 9:15 am
QS Sunday	QS Sunday	Treasurer	Show	Collect cash from cash boxes throughout day if necessary
QS Sunday	QS Sunday	Treasurer	Show	Exchange cash boxes in ticket booth at each shift change of each window
QS Sunday	QS Sunday	Treasurer	Show	Go to bank for smaller bills if necessary
QS Sunday	QS Sunday	Treasurer	Show	Process "Change Requests" from Vendor Chair
QS Sunday	QS Sunday	Treasurer	Show	Pick up all cash boxes and materials to reconcile.
QS Sunday	QS Sunday	Treasurer	Show	Make night deposit if necessary
QS Sunday	QS Sunday	Treasurer	Show	Clean up Treasurers area and pack up any items for return to storage
QS Sunday	QS Sunday	Vendors	Show	Retrieve Vendor follow-up forms
QS Sunday	QS Sunday	Vendors	Show	Stack tables/chairs after show
QS Sunday	QS Sunday	Vendors	Show	Assist in cleanup of vendor area
QS Sunday	QS Sunday	Volunteers	Show	Cleanup Volunteer room
QS Sunday	QS Sunday	Volunteers	Show	Pack up materials and check off against inventory list
QS Sunday	QS Sunday	Volunteers	Show	Collect door monitor statistics and give to Quilt Show Chairman



QS Sunday	QS Sunday	Wearable Art / Free Form	Show	Arrange for garments and free form items to be taken down and given to Claiming committee for pickup.
QS Sunday	QS Sunday	Wearable Art / Free Form	Show	Pack up display items to go back to storage
Post Quilt Show Monday	Post Quilt Show Monday	Take Down	Post Show	Return inventory to storage
Post Quilt Show Monday	Post Quilt Show Monday	Take Down	Post Show	Return truck
Post Quilt Show Monday	Jul 2011	Take Down	Post Show	Take home bins and sheets for washing
Post Quilt Show Monday	Post Quilt Show Monday	Marketplace	Post Show	Prepare spreadsheet for Treasurer to write checks
Post Quilt Show Monday	Jul 2011	Publicity	Post Show	Pickup yard signs and return to storage
Post Quilt Show Monday	Post Quilt Show Monday	Quilt Sales	Post Show	Prepare reports for Treasurer on sold items
Post Quilt Show Monday	Post Quilt Show Monday	Treasurer	Post Show	Reconcile all cash
Post Quilt Show Monday	Post Quilt Show Monday	Treasurer	Post Show	Deposit money from show and applicable starting banks
Jul 2011	Aug 2011	Awards and Viewer's Choice	Post show	Tally statistics from bottom of ballot
Jul 2011	Jul 2011	Bed Turning	Post Show	Return quilts to owners
Jul 2011	Jul 2011	Marketplace	Post show	Return non sold items to makers
Jul 2011	Jul 2011	Entrance Décor	Post Show	Return rental items
Jul 2011	Jul 2011	Reception	Post Show	Return rental equipment
Jul 2011	Jul 2011	Marketplace	Post Show	Pickup remaining product and deliver to Membership selling
Jul 2011	Jul 2011	Treasurer	Post Show	Issue checks to individuals and guilds on items sold during the show
Jul 2011	Jul 2011	Administration	Post show	Distribute show summary form
Jul 2011	Aug 2011	Treasurer	Post Show	Process final disbursements
Jul 2011	Jul 2011	Vendors	Post Show	Send Thanks yous to vendors
Aug 2011	Aug 2011	Door Prizes	Post Show	Mail thank you notes
Aug 2011	Aug 2011	Raffle	Post Show	Deliver/Mail quilt to winner
Aug 2011	Aug 2011	Take Down	Post Show	Wash sheets and return to storage
Aug 2011	Aug 2011	Ticket Booth Supervisor	Post Show	Turn cash & attendance statistics to show Chairman
Aug 2011	Aug 2011	Volunteers	Post Show	Wash aprons and gloves as needed before returning to storage
Aug 2011	Aug 2011	Administration	Post show	Write Thank you notes
Aug 2011	Aug 2011	Treasurer	Post Show	Prepare final show income statement
Sep 2011	Sep 2011	Administration	Post show	Get copies of efiles
Sep 2011	Sep 2011	Administration	Post show	Get Committee folders from each Committee
Sep 2011	Sep 2011	Administration	Post show	File forms with State Attorney General on Raffle
Sep 2011	Sep 2011	Administration	Post show	Get Committee reports from each Committee
Sep 2011	Sep 2011	Administration	Post show	Write show summary
Sep 2011	Sep 2011	Volunteers	Post show	Door Prize drawing for volunteers
Oct 2011	Oct 2011	Administration	Post show	Organize materials for next show chair