

COMMITTEE RESPONSIBILITIES 2010 GUILD SHOW

1. AMBIENCE / DECORATIONS: Beautifies the exhibition area with theme related decorations.
2. COUNTRY STORE: Guild sells items as fund raisers. Guild members sell their own items. Committee sets up at show and establishes a work schedule for country store
3. CHALLENGE: Organizes, collects, and hangs challenge.
4. DOOR PRIZES/ BASKETS/GIFTS: Contacts manufacturers and vendors for donations of door prizes. Arranges for members to donate gift baskets for a silent auction.
5. JUDGING: Organizes the judging process on Friday; Hires a judge 1 year in advance. Coordinates hanging the quilts. Obtains N.Q.A. Ribbons; makes or obtains awards for Challenge Quilts and Viewers Choice.
6. MINI QUILT AUCTION: Solicits mini quilts from members; Arranges for their display at the show; Holds auction, collects money, and dispenses quilts.
7. PUBLICITY: Contacts magazines, newspapers, radio, etc. Makes and arranges for distribution of fliers, posters, show signs, etc.
8. PHOTOGRAPHER: Takes pictures of the show to put into our Guild Scrap Book. Sells CD's of digital show photos.
9. QUILTING DEMONSTRATION: Arranges for ongoing quilting demonstrations by guild members during show hours.
10. RAFFLE QUILT: Selects pattern and fabric of fund raiser quilt. Arranges for its completion.
11. RAFFLE QUILT AUCTION: Obtains necessary raffle licenses. Purchases and distributes raffle tickets and photocopies of the raffle quilt photo. Maintains logbook of tickets and money. Holds 50/50 if so desired by Guild. Organizes volunteers to sell tickets at the show. Draws winning ticket for raffle quilt.
12. REGISTRATION PART 1: Establishes registration procedure for quilt exhibitors and compiles the program for the show. Helps with taking in quilts at drop off spots.
13. REGISTRATION PART 2: Transports quilts from drop off spots to show; Is at the show location for drop-off of quilts to judging area; responsible for pick-up of quilts after show is over; coordinates with Judging Committee.
14. SET UP AND BREAKDOWN: Sets up frames for hanging quilts the day before the show. Hangs/unhangs quilts. Sets up area for the Country Store. Obtains sheets for hanging small items. Cleans up after the show.
15. SILENT AUCTION OF GIFT BASKETS: Coordinates with Door Prize Committee. Displays baskets attractively at show. Sets up auction area and monitors it throughout the show. Collects money.
16. VENDOR: Committee finds vendors (10) and arranges space at show.
17. WELCOME / ADMISSIONS TABLE/ WHITE GLOVE COORDINATOR: Staffs the admissions table and guest book area. Arranges for coverage of these areas during show hours. Monitors and tallies votes for Viewers Choice Box. Coordinates White Glove volunteers to staff exhibition area during show hours to show backs of quilts. Provides vendor relief. Other tasks as needed during the show.
Provides **security** at the entrance to the show and helps clear the building at the end of the show so the Registration Committee can finish their quilt return tasks.

Laurie V. Schnitzer, 2010 Show Chairman