

Four County Quilter Guild – Quilt Show 2010

Co Chairs

Two or more members to coordinate the quilt show and oversee the committees.

Treasurer

FCQG treasurer to oversee the funds for the show include, but not limited to, the distribution of funds, receipt of funds, ...

Advertising

One or more members to oversee the advertising for the quilt show which can include subcommittees for brochure/flyers, catalog, publicity, and raffle quilt marketing, signage,.. etc.

Boutique/Store

One or more members to oversee the coordination of FCQG members who wish to sell their products of which the guild will get a percentage of the profits (10-15%). These members must volunteer time to the boutique, separate from the quilt show, to be able to sell products in the boutique. Items must be made by FCQG members.

Hospitality

One or more members to oversee and food and drinks for volunteers and vendors during show setup and the show. This will include snacks, lunch and dinner.

Insurance

One member to oversee the insurance to cover quilts and show property in case of damages during the show dates.

Photography

One or more members to photograph quilts on display.

Quilt Show Set Up

One or more members who will oversee the set up of the locations, layout, and displays for the quilt show. This is to include location of the show, layout to decide where quilts, vendors, hospitality, etc will be located within the location, and to arrange for displays, tables, quilt stands, etc needed for the show.

Raffle Baskets

One or more members to solicit products from guild members, vendors, quilt shops, manufacturers, etc. They will arrange raffle baskets to be raffled off during the show. It is suggested that FCQG put together a special basket for VOLUNTEERS as incentive to be a part of the show.

Registration

One or more members to process and coordinate the registration of members quilts. The members will work closely with the Staging committee to help organize the quilts.

Security

One or more members to organize and coordinate security for the duration of the show, including day and night.

Silent Auction

One or more members will solicit and coordinate items to be sold during the silent auction. Silent auction will have items closing at the end of each day. There will be a minimum bid and a buy it now price for each item. The prices will be determined by the seller, and if needed, in coordination with the silent auction committee. The guild will receive a percentage for the sales (30%). However, the member selling the product will not need to volunteer time directly/separately from the show (ie: see boutique).

Sound System

One or more members will be responsible for arranging for sound systems at the show for paging and announcement purposes. This will need to include arrangements if the show is in more than one room.

Staging

One or more members will be responsible for arranging the display of the quilts. This committee will work in conjunction with the registration committee for sizes and quantity of quilts to be displayed.

Vendors

One or more members will be responsible for contracting and set up arrangements for vendors at the show. A mix of quilt shops (ie Patches) and other types of vendors (ie, Quilters Rule, beads and embellishments, SewVac, wood displays, etc) related to quilting.

Viewer's Choice Awards

One or more members will be responsible for coordinating the viewer's choice program. This will include the voting forms, tallying the votes, and getting ribbons and awards.

Volunteers

One or more members will be responsible for coordinating volunteers. This will include calling members to volunteer, signups into specific areas where needed and time slots.

Workshops

One or more members will be responsible for coordinating workshops/demos. This may include workshops (hourly or several hours) that will demonstrate a technique, projects such as Project Linus quilts, etc.